

Draft

BOARD OF TRUSTEES*Meeting Agenda*

LOCATION: KDL Grandville Branch (4055 Maple St SW, Grandville, MI 49418)

DATE: Thursday, February 15, 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 – January 18, 2018
 - C. Request for Late Closing of the Grandville Branch at 9:00 PM on Friday, April 20, 2018 to accommodate the City of Grandville’s annual Art and Chocolate Walk.
- VI. BRANCH MANAGER’S REPORT – Joshua Bernstein
- * VII. FINANCE REPORTS – January 2018
- VIII. LAKELAND LIBRARY COOPERATIVE REPORT
- IX. DIRECTOR’S REPORT – January 2018
- X. NEW BUSINESS
 - A. Board Retreat and Board Orientation
 - B. KDL Policy Manual – Section 2: Circulation (first reading)
 - C. Issue Analysis: SirsiDynix System Administrator (first reading)
 - * D. Resolution: First 2018 Budget Amendment
 - * E. Resolution: UAW Local 2600 Contract – Vesting Schedule
- XI. LIAISON REPRESENTATIVE COMMENTS
- XII. PUBLIC COMMENTS**
- XIII. BOARD MEMBER COMMENTS
- XIV. MEETING DATES

Regular Meeting: Thursday, March 15, 2018 – KDL Meeting Center – 4:30 p.m.
- * XV. 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.”*

Roll-Call Vote

Roll-Call Vote

Draft

BOARD OF TRUSTEES
Meeting Minutes

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

DATE: Thursday, January 18, 2018 at 4:30 p.m.

Board Present: Shirley Bruursema, Lee Cook, Andrew Erlewein, Tom Noreen, Penny Weller, Sherrie Barber Willson, Craig Wilson

Board Absent: None

Staff Present: Michelle Boisvenue-Fox, Jaci Cooper, Lindsey Dorfman, Sheri Glon, Brian Mortimore, Laura Powers, Kurt Stevens, Lance Werner

Guests Present: Joanna Hogan, Charles Myers, Noreen Myers

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:29 p.m.

II. PLEDGE OF ALLEGIANCE

III. LIAISON REPRESENTATIVE COMMENTS – None.

IV. PUBLIC COMMENTS- Chair Weller took this time to congratulate and thank Mr. Myers for his 17 years of service on the Kent District Library Board of Trustees as both a former chair and a trustee. Chair Weller presented a children's book that Mr. Myers chose to go into circulation in honor of his service.

Chair Weller opened it up to the other trustees who share their thoughts, congratulatory wishes, and gratitude toward Mr. Myers.

Mr. Myers shared some thoughts and experiences he had while being on the board over the last 17 years and thanked everyone for their kind words.

V. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Minutes – December 21, 2017 Open & Closed Sessions

C. Request for Closing of Kelloggsville Branch on Saturday, February 3 and Wednesday, March 7 to accommodate large athletic tournaments.

Motion: Mr. Wilson moved to approve the agenda and December 21, 2017 Open and Closed Session minutes as presented.

Support: Supported by Mr. Cook.

RESULT: Motion carried.

VI. FINANCE REPORTS – December 2017

The Director of Finance presented preliminary financial results for 2017. The cash on hand increased approximately 43% over the prior year. Revenue was approximately 2% above the final budgeted amount for 2017 and up approximately 3% over the prior year. Expenditures were approximately 91% of the final budgeted amount for 2017. These preliminary figures will be adjusted as the year-end review is completed.

Motion: Mr. Cook moved to receive and file December 2017 finance reports as presented.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

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VII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted that the January Lakeland Library Cooperative meeting was canceled due to a lack of agenda items, and that the new LLC director will start on February 1, 2018.

VIII. DIRECTOR'S REPORT – December 2017

Director Werner highlighted the following items:

- Director Werner introduced Joanna Hogan, a Strategic Fundraising Coach, and invited her up to speak about the work she will be doing with KDL to create the best environment possible for fundraising success.
- Ms. Hogan gave some details on her educational and professional background, and explained her intentions to help KDL achieve a higher level of fundraising success by focusing on stewardship and making donors feel cherished. Ms. Hogan explained why she refers to herself as a coach and not a consultant, and how the fundraising objectives will align with KDL's newest strategic plan.
- The Board discussed why circulation statistics are down and speculated on reasons why, and what KDL can do to prevent it in the future.
- Director Werner mentioned the successful open house that took place at KDL's new satellite branch at the Kelloggsville High School last night. Attendance was favorable, and many new patrons signed up for library cards.

The Board asked questions of staff and staff responded.

IX. OLD BUSINESS

A. 2017 Library Director's Performance Evaluation

Motion: Mr. Bruursema moved to approve the Library Director's Performance Evaluation for 2017.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

X. NEW BUSINESS

An update was made to the language in Section 1.6 regarding KDL's shared collection.

A. KDL Policy Manual – Section 1: Collection and Reference (first reading)

Motion: Ms. Willson moved to approve Section 1 of the KDL Policy Manual as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

B. Review of 4th Quarter 2015-2017 Strategic Plan Report

The Board reviewed the 4th Quarter Strategic Plan Report and asked questions of the staff. Ms. Boisvenue-Fox explained that this is the last update for the 2015-2017 Strategic Plan, and some of the items will be phased out due to staff taking the activity another direction or due to logistical obstacles, and some items will continue into the new plan.

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C. 2018-2020 Strategic Plan Priority Activities

Ms. Boisvenue-Fox presented the new plan and expressed her excitement for the number of community partnerships that the plan focuses on, and the opportunities KDL has to "grow its fan base." The new plan focuses on more concrete plans for 2018, and gives more flexibility for 2019 and 2020. The new plan does not include KDL's organizational competencies. Instead, they are reflected in the budget.

Motion: Mr. Cook moved to approve 2018-2020 Strategic Plan Priority Activities as presented.

Support: Supported by Ms. Willson.

RESULT: Motion carried.

D. Conflict of Interest Statements and Board Code of Ethics

The Board members signed Conflict of Interest Statements and Board Code of Ethics for 2018 and gave signed copies to the Executive Assistant to file.

Draft

D. Prospective Meeting Agenda and Packet Changes

Ms. Powers explained that the timeline for the financial report often conflicts with the Board Packet due date timeline. KDL's Finance Department needs six full business days after the last day of the month to wrap up the report. The dates of conflict were discussed, and it was decided that the packets may go out on Fridays, opposed to Thursdays, on an as-needed basis.

The Board also discussed the necessity of having two Liaison Comment and Public Comment sections in the agenda. Ms. Bruursema explained the value of having one at the beginning and one at the end, and Mr. Noreen gave insight about comment procedure for Township Meetings. The Board ultimately decided to keep the agenda as is, allowing two comments sections: one at the beginning to allow people who come to the meeting to express their concerns or opinions and leave, and one at the end for those who may come late and/or have a comment regarding any decisions that the Board made during the meeting.

- XI. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman, Treasurer for Plainfield Township, joined the meeting at 5:40 p.m. He gave another update on the Plainfield water crisis and the new filter the Township will be getting soon. Mr. Brinkman also congratulated Director Werner for his recent Librarian of the Year award.
- XII. PUBLIC COMMENTS – None.
- XIII. BOARD MEMBER COMMENTS
 - Ms. Bruursema: Ms. Bruursema congratulated Mr. Myers once again and said that she will really miss him. She thanked him for his dedication and for also serving on the Pension Board. Ms. Bruursema announced that the Alliance of Trustees will be held March 9 in Southfield, and said that a newsletter will be going out soon.
 - Mr. Cook: Mr. Cook thanked everyone involved for the successful Kelloggsville Open House. He attended and said that it was well done.
 - Ms. Weller: Ms. Weller said she is so proud to be a part of the partnership between KDL and Kelloggsville. Ms. Weller thanked Mr. and Mrs. Myers for coming, for their commitment to KDL, and for making her as passionate as she is about the library.
 - Ms. Willson – Ms. Willson is excited about the new Kelloggsville branch and looks forward to tracking its progress.
 - Mr. Wilson: Mr. Wilson congratulated Mr. Myers again for nearly 18 years of service on the Board.
- XIV. MEETING DATES
 - Regular Meeting: Thursday, February 15, 2018 – KDL Grandville Branch – 4:30 p.m.***
- XV. ADJOURNMENT
 - Motion: Mr. Wilson moved for adjournment at 5:52 p.m.**
 - Support: Supported by Mr. Erlewein.**
 - RESULT: Motion carried.**



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

KDL

Kent District Library
Information. Ideas. Excitement!

Alpine Twp. Branch

Alto Branch

Byron Twp. Branch

Caledonia Twp. Branch

Cascade Twp. Branch

Comstock Park Branch

East Grand Rapids Branch

Englehardt Branch

Gaines Twp. Branch

Grandville Branch

Kentwood (Richard L. Root)
Branch

Krause Memorial Branch

Nelson Twp./Sand Lake Branch

Plainfield Twp. Branch

Spencer Twp. Branch

Tyrone Twp. Branch

Walker Branch

Wyoming Branch

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

616-784-2007
18 locations, 1 convenient
phone number.
Long distance call
1-877-243-2466

www.kdl.org

January 31, 2018

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

Dear Board of Trustees:

Every April the City of Grandville holds a very popular event called the Art and Chocolate walk to help showcase art (both children's and adult) throughout venues in downtown Grandville, while providing some chocolate treats to participants. This year the event will be on Friday, April 20 from 5:00pm to 9:00pm. Typically the Grandville branch would close at 6:00 pm on a Friday.

We have acted as a venue for this event past years, previously just keeping the lobby open, but last year we were approved to stay open until 9:00pm that night to provide full library access during the event. This was a big success as we had a few hundred people come through the event that night, many of whom were new to the library. This gave people an opportunity, not just to enjoy the art and chocolate, but to also explore the library, sign up for library cards, and learn more about all of the services we offered.

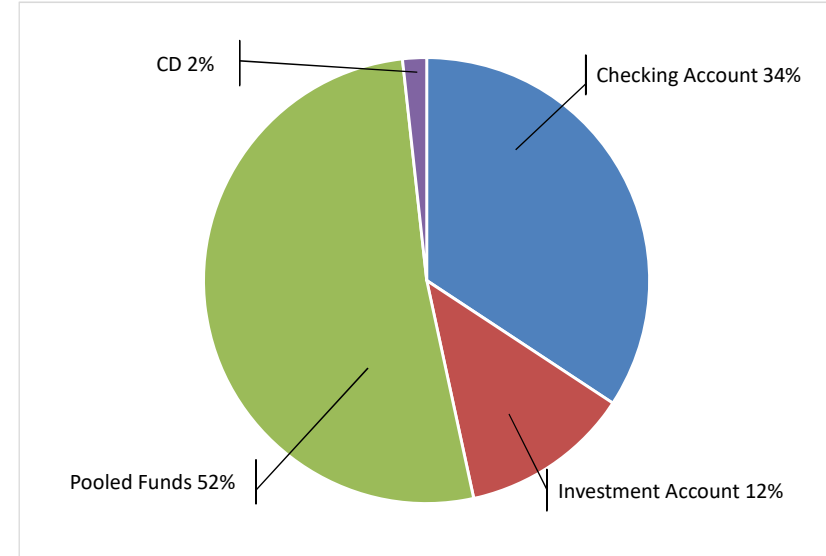
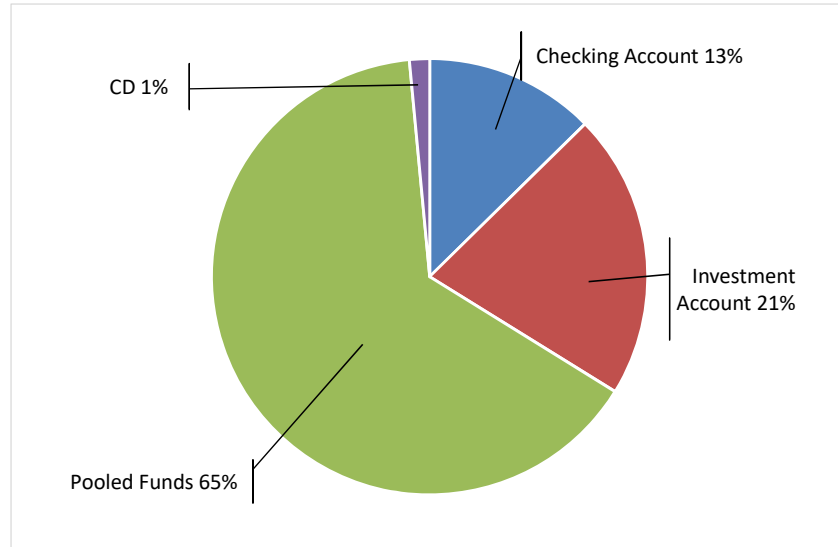
As such, with community spirit in mind, I am requesting that we keep the library open during the event again this year and close at 9:00 pm on Friday, April 20. This will provide a great opportunity to partner with the city and provide excellent service to the community. All library services will be available during this time. KDL will not incur additional staffing costs to remain open these extra 3 hours as I will modify the branch staffing schedule throughout the week to accommodate this change.

Thank you for considering this request.

Sincerely,

Josh Bernstein
Grandville Branch Manager
cc: Lance Werner, KDL Director

Monthly Cash Position Per Bank Month ended January 31



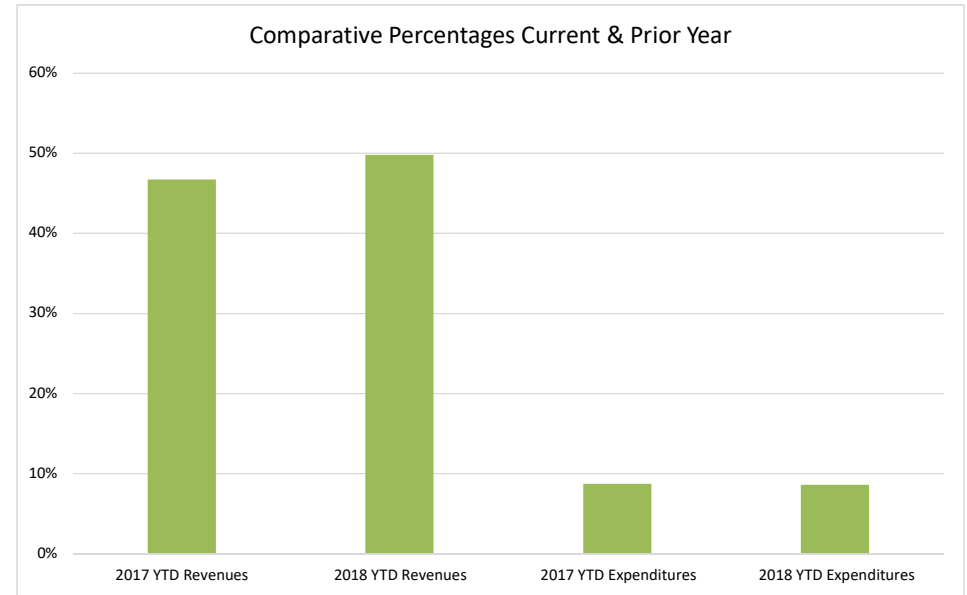
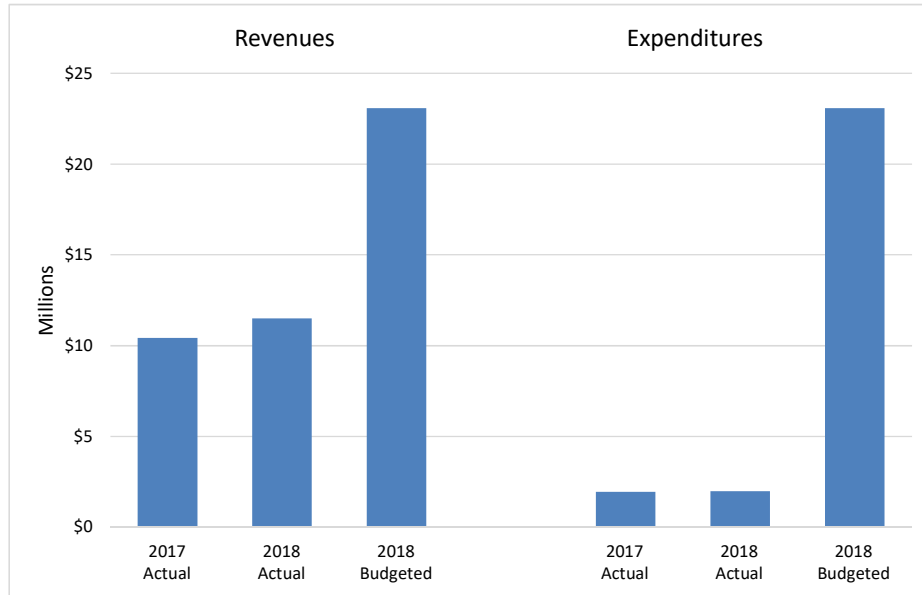
2018		
Account	Rate	Amount
Huntington Checking Account	0.300%	\$2,203,234.05
Huntington Investment Account	0.166%	\$3,690,822.65
*Kent County Pooled Funds	0.956%	\$11,273,304.08
First National Bank	1.050%	\$259,428.68
		<u>\$17,426,789.46</u>

2017		
Account	Rate	Amount
Huntington Checking Account	0.150%	\$5,060,200.46
Huntington Investment Account	0.152%	\$1,821,202.27
*Kent County Pooled Funds	0.701%	\$7,629,893.37
First National Bank	1.050%	\$255,973.16
		<u>\$14,767,269.26</u>

* Includes Trust Pooled fund balances

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

Monthly Revenues and Expenditures Month ended January 31



Budget to Actual with Prior Year Comparison

Revenues

2017 Actual	\$	10,439,742
2018 Actual	\$	11,497,456
2018 Budgeted	\$	23,074,500

Expenditures

2017 Actual	\$	1,945,183
2018 Actual	\$	1,994,082
2018 Budgeted	\$	23,074,500

Comparative Percentages Current & Prior Year

Account

Amount

2017 YTD Revenues	46.7%
2018 YTD Revenues	49.8%
2017 YTD Expenditures	8.7%
2018 YTD Expenditures	8.6%

Kent District Library-2018
Board Budget to Actual
101 - General Fund
From 1/1/2018 Through 1/31/2018
(In Whole Numbers)

	2018 Budget	YTD Actual	2018 Budget to Actual Variance	Percent Remaining
Revenues				
Taxes	21,261,500	11,451,985	(9,809,515)	(46)%
Licenses and Permits	2,500	490	(2,010)	(80)%
State Grants	610,000	1,524	(608,476)	(100)%
Contributions from Local Units	479,000	0	(479,000)	(100)%
Charges for Services	50,000	8,266	(41,734)	(83)%
Fines and Forfeitures	75,000	17,028	(57,972)	(77)%
Investment Income and Rentals	83,500	11,849	(71,651)	(86)%
Other Revenue	463,000	6,315	(456,685)	(99)%
Other Financing Sources	50,000	0	(50,000)	(100)%
Total Revenues	23,074,500	11,497,456	(11,577,044)	(50)%
Expenditures				
Personal Services	14,215,459	1,234,003	12,981,456	91 %
Supplies	2,351,675	473,191	1,878,484	80 %
Other Services and Charges	3,860,711	160,107	3,700,604	96 %
Capital Outlay	2,621,655	126,782	2,494,873	95 %
Other Financing Uses	25,000	0	25,000	100 %
Total Expenditures	23,074,500	1,994,082	21,080,417	91 %
Excess Revenue Over (Under) Expenditures	0	9,503,374	9,503,374	3,277,025,417 %

Kent District Library-2018
Board Budget to Actual
245 - Business Consulting Special Revenue Fund
From 1/1/2018 Through 1/31/2018
(In Whole Numbers)

	2018 Budget	YTD Actual	2018 Budget to Actual Variance	Percent Remaining
Revenues				
Charges for Services	100,000	7,496	(92,504)	(93)%
Other Revenue	1,000	0	(1,000)	(100)%
Total Revenues	101,000	7,496	(93,504)	(93)%
Expenditures				
Personal Services	60,000	0	60,000	100 %
Supplies	2,250	0	2,250	100 %
Other Services and Charges	12,750	2,111	10,639	83 %
Total Expenditures	75,000	2,111	72,889	97 %
Excess Revenue Over (Under) Expenditures	26,000	5,385	(20,615)	(79)%

Kent District Library-2018
Board Budget to Actual
271 - Fund Development Special Revenue Fund
From 1/1/2018 Through 1/31/2018
(In Whole Numbers)

	2018 Budget	YTD Actual	2018 Budget to Actual Variance	Percent Remaining
Revenues				
Charges for Services	32,005	0	(32,005)	(100)%
Other Revenue	93,500	1,435	(92,065)	(98)%
Other Financing Sources	25,000	0	(25,000)	(100)%
Total Revenues	150,505	1,435	(149,070)	(99)%
Expenditures				
Personal Services	90,601	5,840	84,761	94 %
Supplies	9,900	0	9,900	101 %
Other Services and Charges	49,845	130	49,715	100 %
Total Expenditures	150,346	5,971	144,375	96 %
Excess Revenue Over (Under) Expenditures	159	(4,536)	(4,695)	(2,953)%

Kent District Library-2018
Board Prior Year Comparison
From Jan 1st Through Jan 31st
101 - General Fund

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	January 31, 2017	January 31, 2018	Total Variance
Revenues			
Taxes	10,383,945	11,451,985	1,068,040
Licenses and Permits	0	490	490
State Grants	0	1,524	1,524
Charges for Services	8,691	8,266	(425)
Fines and Forfeitures	15,615	17,028	1,413
Investment Income and Rentals	(3,001)	11,849	14,849
Other Revenue	34,491	6,315	(28,177)
Total Revenues	<u>10,439,742</u>	<u>11,497,456</u>	<u>1,057,714</u>
Expenditures			
Personal Services	977,166	1,234,003	256,837
Supplies	470,514	473,191	2,677
Other Services and Charges	343,768	160,107	(183,661)
Capital Outlay	153,736	126,782	(26,954)
Total Expenditures	<u>1,945,183</u>	<u>1,994,082</u>	<u>48,899</u>
Excess Revenue Over (Under) Expenditures	<u>8,494,559</u>	<u>9,503,374</u>	<u>1,008,815</u>

Kent District Library-2018
Board Budget to Actual
101 - General Fund
From 1/1/2018 Through 1/31/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Budget	2018 Budget to Actual Variance	Percent Remaining
Revenues					
Taxes					
4402 Current property taxes	11,450,982	11,450,982	21,075,000	(9,624,018)	(46)%
4412 Delinquent personal property taxes	203	203	12,000	(11,797)	(98)%
4432 DNR - PILT	0	0	9,500	(9,500)	(100)%
4437 Industrial facilities taxes	801	801	165,000	(164,199)	(100)%
Total Taxes	11,451,985	11,451,985	21,261,500	(9,809,515)	(46)%
Licenses and Permits					
4478 Licenses and fees	490	490	0	490	0 %
4668 Royalties	0	0	2,500	(2,500)	(100)%
Total Licenses and Permits	490	490	2,500	(2,010)	(80)%
State Grants					
4540 State Aid	1,524	1,524	300,000	(298,476)	(99)%
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	1,524	1,524	610,000	(608,476)	(100)%
Contributions from Local Units					
4581 Penal fines	0	0	454,000	(454,000)	(100)%
4583 Contributions from public schools	0	0	25,000	(25,000)	(100)%
Total Contributions from Local Units	0	0	479,000	(479,000)	(100)%
Charges for Services					
4650 Printing/fax fees	8,266	8,266	50,000	(41,734)	(83)%
Total Charges for Services	8,266	8,266	50,000	(41,734)	(83)%
Fines and Forfeitures					
4658 Overdue fines	17,028	17,028	75,000	(57,972)	(77)%
Total Fines and Forfeitures	17,028	17,028	75,000	(57,972)	(77)%
Investment Income and Rentals					
4665 Interest earned on deposits and investments	11,467	11,467	75,000	(63,533)	(85)%
4666 Interest Earned - Property Taxes	0	0	1,000	(1,000)	(100)%
4667 Building rental	382	382	7,500	(7,118)	(95)%
Total Investment Income and Rentals	11,849	11,849	83,500	(71,651)	(86)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	375,000	(375,000)	(100)%
4672 Local grants	0	0	10,000	(10,000)	(100)%
4673 Directed donations	50	50	0	50	0 %
4674 Donations	1,121	1,121	50,000	(48,879)	(98)%
4676 Reimbursement of expenditures	368	368	0	368	0 %
4685 Materials replacement charges	4,528	4,528	25,000	(20,472)	(82)%
4688 Miscellaneous	247	247	3,000	(2,753)	(92)%
Total Other Revenue	6,315	6,315	463,000	(456,685)	(99)%
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	11,497,456	11,497,456	23,074,500	(11,577,044)	(50)%
Expenditures					
Personal Services					
5700 Board Stipend	180	180	3,360	3,180	95 %
5701 Administrator wages	846,904	846,904	849,839	2,935	0 %
5702 Managers wages	0	0	2,137,350	2,137,350	100 %

Kent District Library-2018
Board Budget to Actual
101 - General Fund
From 1/1/2018 Through 1/31/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Budget	2018 Budget to Actual Variance	Percent Remaining
5703	Support Staff wages	0	0	4,237,588	4,237,588	100 %
5704	Operations	0	0	3,280,529	3,280,529	100 %
5705	Interns	0	0	77,587	77,587	100 %
5706	Extra duty stipends	0	0	20,000	20,000	100 %
5708	Subs	0	0	247,000	247,000	100 %
5709	FICA	62,226	62,226	830,292	768,066	93 %
5716	Defined Contribution Pension Plan Expenditures	7,754	7,754	108,267	100,513	93 %
5717	Defined Benefit Pension Plan Contributions	14,729	14,729	436,439	421,710	97 %
5718	Employee Health Benefits	(27,538)	(27,538)	1,356,514	1,384,052	102 %
5719	Part-time Employee Health Benefits	0	0	220,000	220,000	100 %
5720	HSA/Flex	326,800	326,800	336,000	9,200	3 %
5723	Retiree Health Care OPEB	0	0	1,500	1,500	100 %
5724	Life Insurance	2,042	2,042	25,190	23,148	92 %
5725	Additional Life Insurance	(249)	(249)	14,100	14,349	102 %
5726	Housing Allowance	0	0	12,000	12,000	100 %
5727	Gradifi Studen Loan Assistance	1,075	1,075	15,750	14,675	93 %
5728	YMCA Membership Support	80	80	1,800	1,720	96 %
5730	Other Employee Benefits	0	0	4,355	4,355	100 %
	Total Personal Services	1,234,003	1,234,003	14,215,459	12,981,456	91 %
	Supplies					
5750	Processing Supplies	6,130	6,130	169,700	163,570	96 %
5751	Office Supplies	(74)	(74)	45,810	45,884	100 %
5752	Paper	2,320	2,320	19,095	16,775	88 %
5753	AV Supplies	0	0	17,000	17,000	100 %
5754	Disposable Technology <\$1000	1,966	1,966	236,145	234,179	99 %
5755	Maintenance Supplies - Custodial	0	0	5,160	5,160	100 %
5756	Water Cooler	30	30	2,300	2,270	99 %
5757	Meeting Center Supplies	0	0	3,000	3,000	100 %
5759	Gas, Oil, Grease	0	0	3,500	3,500	100 %
5765	Wellness Supplies	0	0	5,000	5,000	100 %
5766	Team KDL Supplies	0	0	1,000	1,000	100 %
5767	New EE Shirts/Tote Bags	0	0	4,000	4,000	100 %
5768	Promotions Supplies	0	0	37,020	37,020	100 %
5769	Service Awards	512	512	4,200	3,688	88 %
5770	Other Awards/Prizes	0	0	84,550	84,550	100 %
5785	Overdrive	235,000	235,000	937,680	702,680	75 %
5786	Hoopla	50,000	50,000	182,000	132,000	73 %
5787	Digital Collection	0	0	109,546	109,546	100 %
5788	Miscellaneous Electronic Access	141,633	141,633	181,108	39,475	22 %
5791	Subscriptions	0	0	68,615	68,615	100 %
5792	Software Subscription	34,322	34,322	86,881	52,559	60 %
5794	Outreach Supplies	0	0	15,085	15,085	100 %
5795	Programming Supplies	1,351	1,351	40,570	39,219	97 %
5796	Youth Programming Supplies	0	0	42,600	42,600	100 %
5797	Teen Programming Supplies	0	0	8,770	8,770	100 %
5798	Adult Programming Supplies	0	0	5,900	5,900	100 %
5799	Miscellaneous Supplies	0	0	35,440	35,440	100 %
	Total Supplies	473,191	473,191	2,351,675	1,878,484	80 %
	Other Services and Charges					

Kent District Library-2018
Board Budget to Actual
101 - General Fund
From 1/1/2018 Through 1/31/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Budget	2018 Budget to Actual Variance	Percent Remaining
5801 Professional Services	0	0	20,000	20,000	100 %
5802 Public Relations Consultant	0	0	10,000	10,000	100 %
5803 IT Consultant - Consulting Svcs.	0	0	8,400	8,400	100 %
5804 Other Consultants	0	0	20,000	20,000	100 %
5805 Audit Services	0	0	31,500	31,500	100 %
5806 Legal Services	950	950	16,500	15,550	94 %
5811 IT Contracted Services	463	463	113,400	112,937	100 %
5812 HR Contracted Services	9	9	2,000	1,991	100 %
5813 Delivery Services	6,440	6,440	130,000	123,560	95 %
5814 Security Services	454	454	43,400	42,946	99 %
5815 KDL Cruisers	0	0	30,000	30,000	100 %
5816 Employment Recruiter	0	0	5,000	5,000	100 %
5817 Lakeland Library Co-op services	984	984	4,500	3,516	78 %
5818 Shredding services	0	0	1,050	1,050	100 %
5819 Drug Screenings/background checks	0	0	3,500	3,500	100 %
5820 Other Professional Services	0	0	7,000	7,000	100 %
5822 Maintenance Contracts	0	0	4,300	4,300	100 %
5823 Inspection Services	0	0	1,500	1,500	100 %
5827 Catering	0	0	4,250	4,250	100 %
5829 Custodial/cleaning services	430	430	18,810	18,380	98 %
5830 Other Contracted Services	6,950	6,950	48,400	41,450	86 %
5834 Wellness Services	0	0	5,000	5,000	100 %
5835 Team KDL Services	0	0	10,000	10,000	100 %
5848 Mobile Hotspots	0	0	81,625	81,625	100 %
5849 Cell Phones/ Stipends	1,040	1,040	32,940	31,900	97 %
5850 Telephones	3,304	3,304	77,111	73,807	96 %
5851 Mail/Postage	600	600	8,305	7,705	93 %
5852 Internet/Telecomm Services	56,046	56,046	672,500	616,454	92 %
5860 Parking	0	0	1,490	1,490	100 %
5861 Mileage Reimbursement	4,537	4,537	46,457	41,920	90 %
5865 Programming Services	5,595	5,595	24,380	18,785	77 %
5866 Youth Programming Services	0	0	250	250	100 %
5867 Teen Programming Services	450	450	370	(80)	(22)%
5868 Adult Programming Services	1,660	1,660	6,500	4,840	74 %
5873 Website	0	0	118,845	118,845	100 %
5874 Employment Advertising	0	0	1,500	1,500	100 %
5875 System Advertising - Print	3,432	3,432	55,000	51,568	94 %
5876 System Advertising - Radio	0	0	5,000	5,000	100 %
5877 System Advertising - TV	0	0	20,000	20,000	100 %
5878 System Advertising - Social Media	0	0	14,000	14,000	100 %
5884 Photography	0	0	6,700	6,700	100 %
5885 Speakers/Performers	0	0	116,830	116,830	100 %
5890 ILS Fees	3,630	3,630	237,200	233,570	98 %
5891 Licenses and Fees	0	0	7,900	7,900	100 %
5892 Software Licenses	3,408	3,408	239,430	236,022	99 %
5893 Marc Records License	0	0	7,500	7,500	100 %
5900 Printing and Publishing	(665)	(665)	37,677	38,342	102 %
5901 Printing and Publishing - Kaleidoscope	0	0	15,000	15,000	100 %
5906 Promotions/Marketing	(10)	(10)	9,590	9,600	100 %
5907 Sponsorships/Donations	0	0	2,000	2,000	100 %

Kent District Library-2018
 Board Budget to Actual
 101 - General Fund
 From 1/1/2018 Through 1/31/2018
 (In Whole Numbers)

		Current Month	2018 YTD	2018 Budget	2018 Budget to Actual Variance	Percent Remaining
5910	Professional Development	2,972	2,972	102,795	99,823	97 %
5911	Conferences	0	0	62,005	62,005	100 %
5912	Meetings	0	0	13,250	13,250	100 %
5913	Travel/Lodging	(528)	(528)	125,410	125,938	100 %
5915	Memberships	264	264	41,723	41,459	99 %
5916	Dues and Fees	1,150	1,150	6,540	5,391	82 %
5918	Water/Sewer	0	0	3,500	3,500	100 %
5919	Waste Disposal	305	305	7,200	6,895	96 %
5920	Electric	4,129	4,129	68,000	63,871	94 %
5921	Natural Gas	1,205	1,205	7,500	6,295	84 %
5925	Snowplowing	825	825	8,115	7,290	90 %
5926	Lawn/Landscaping	0	0	3,700	3,700	100 %
5928	Branch Maintenance Fees	0	0	387,282	387,282	100 %
5929	Land Repair and Maintenance	0	0	1,000	1,000	100 %
5930	Building Repair and Maintenance	0	0	39,500	39,500	100 %
5931	Equipment Repair and Maintenance	0	0	219,240	219,240	100 %
5932	Vehicle Repairs and Maintenance	0	0	4,070	4,070	100 %
5933	Software Maintenance Agreements	23,438	23,438	28,540	5,102	18 %
5935	Property Liability Insurance	0	0	57,200	57,200	100 %
5937	Flood Insurance	0	0	5,800	5,800	100 %
5938	Bond Insurance	8,954	8,954	10,960	2,006	18 %
5939	Workers Compensation Insurance	0	0	27,000	27,000	100 %
5940	Rentals	1,355	1,355	13,055	11,700	90 %
5941	Printer/Copier Leases	7,192	7,192	64,445	57,253	89 %
5950	Airport Free Library	0	0	4,800	4,800	100 %
5955	Miscellaneous	0	0	14,070	14,070	100 %
5956	Other Benefits Administration Fees	215	215	300	85	28 %
5957	Pension Administration Fees	0	0	3,000	3,000	100 %
5958	Payroll processing fees	7,569	7,569	55,000	47,431	86 %
5960	Banking Fees	1,313	1,313	7,500	6,187	82 %
5961	TSYS/Credit Card Fees	0	0	7,600	7,600	100 %
5964	Property Tax Reimbursement	0	0	75,000	75,000	100 %
5965	MEL Return Items	40	40	1,000	960	96 %
	Total Other Services and Charges	160,107	160,107	3,860,711	3,700,604	96 %
	Capital Outlay					
5974	Land Improvements - Depreciable	0	0	18,000	18,000	100 %
5975	Building Improvements - Non-Depreciable	0	0	8,200	8,200	100 %
5976	Building Improvements - Depreciable	0	0	79,000	79,000	100 %
5977	Technology - Non-Depreciable (\$1000-4999)	7,975	7,975	330,509	322,533	98 %
5978	Technology - Depreciable (5,000+)	0	0	58,025	58,025	100 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	2,942	2,942	120,742	117,800	98 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	120,800	120,800	100 %
5982	Collection Materials - Depreciable	85,433	85,433	1,207,055	1,121,622	93 %
5983	CD/DVD Collection Materials - Non-Depreciable	30,432	30,432	613,550	583,118	95 %
5984	Beyond Books Collection - Non-Depreciable	0	0	65,775	65,775	100 %
	Total Capital Outlay	126,782	126,782	2,621,655	2,494,873	95 %
	Other Financing Uses					
5995	Transfers Out	0	0	25,000	25,000	100 %

Kent District Library-2018
Board Budget to Actual
101 - General Fund
From 1/1/2018 Through 1/31/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Budget	2018 Budget to Actual Variance	Percent Remaining
Total Other Financing Uses	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>100 %</u>
Total Expenditures	<u>1,994,082</u>	<u>1,994,082</u>	<u>23,074,500</u>	<u>21,080,417</u>	<u>91 %</u>
Excess Revenue Over (Under) Expenditures	<u>9,503,374</u>	<u>9,503,374</u>	<u>0</u>	<u>9,503,374</u>	<u>3,277,025,417</u> %

Kent District Library-2018
Check/Voucher Register - Check Register
From 1/1/2018 Through 1/31/2018

Check Number	Vendor Name	Check Amount	Check Date
72716	Lake Michigan Credit Union	324,800.00	1/2/2018
72717	Daniel Anderson	1,250.00	1/3/2018
72718	Ebsco Information Services	21,020.00	1/3/2018
72719	Emily Gorendyke	660.00	1/3/2018
72720	The Geek Group	580.00	1/3/2018
72721	Kent District Library-Sc	75.70	1/3/2018
72722	Midwest Tape	6,475.35	1/3/2018
72723	The Red Sea Pedestrians	1,200.00	1/3/2018
72724	Stephanie Jackson	1,000.00	1/3/2018
73425	Absopure Water Company	143.00	1/18/2018
73426	Advanced Ecosystems	75.00	1/18/2018
73427	Amy Bush	10.00	1/18/2018
73428	ANNE M. SCHROEDER	19.60	1/18/2018
73429	ASHLEY SMOLINSKI	30.28	1/18/2018
73430	Baker & Taylor	6,079.95	1/18/2018
73431	BARB MALBURG	34.82	1/18/2018
73432	Beatrice Fenwick	24.75	1/18/2018
73433	Bibliotheca, Llc	7,975.08	1/18/2018
73434	Broadview Product Development	4,930.00	1/18/2018
73435	Cdw Government, Inc.	1,653.40	1/18/2018
73436	Cheryl Cammenga	110.00	1/18/2018
73437	Chicago Tribune	210.60	1/18/2018
73438	Comcast Cable	474.70	1/18/2018
73439	Crosby And Henry	8,954.00	1/18/2018
73440	Deborah Dibartolomeo	16.99	1/18/2018
73441	Delta Dental Of Michigan	367.41	1/18/2018
73442	Dymaxion Research Ltd	3,408.00	1/18/2018
73443	East Lansing Public Library	282.39	1/18/2018
73444	Emily Gorendyke	660.00	1/18/2018
73445	Fully Promoted	1,167.10	1/18/2018
73446	GORDON WATER SYSTEMS	1,500.00	1/18/2018
73447	Grand Rapids Building Services	480.00	1/18/2018
73448	Greatamerica Financial Svcs.	4,267.49	1/18/2018
73449	Heart Of West Michigan United Way	144.50	1/18/2018
73450	HI-TECH INTEGRATED TECHNOLOGIES	22,495.50	1/18/2018
73455	Ingram Library Services Llc	8,386.04	1/18/2018
73456	Interpersonal Frequency	568.75	1/18/2018
73457	James Briggs	22.78	1/18/2018
73458	Jennifer German	20.30	1/18/2018
73459	KDL CAS	36.49	1/18/2018
73460	KDL ROC	75.00	1/18/2018
73461	Kent County Treasurer	4,000,000.00	1/18/2018
73462	KENT DISTRICT LIBRARY-BYR	44.12	1/18/2018
73463	KENT DISTRICT LIBRARY-KWD	7.45	1/18/2018
73464	KENT DISTRICT LIBRARY-PFD	29.23	1/18/2018
73465	Kimberly Cooper	29.00	1/18/2018
73466	Kris Vogelar	104.26	1/18/2018
73467	Kushner & Company Inc	1,067.27	1/18/2018
73468	Lakeland Library Cooperative	20.00	1/18/2018
73469	Legal Shield	370.80	1/18/2018
73470	Library Ideas, Llc	1,770.00	1/18/2018
73471	marcele thompson	77.48	1/18/2018

Kent District Library-2018
Check/Voucher Register - Check Register
From 1/1/2018 Through 1/31/2018

Check Number	Vendor Name	Check Amount	Check Date
73472	Michigan State University	200.00	1/18/2018
73475	Midwest Tape	55,351.30	1/18/2018
73476	Nationwide	593.28	1/18/2018
73477	Newsbank, Inc.	16,710.00	1/18/2018
73478	Noordyk Business Equipment	1,572.90	1/18/2018
73479	Open Systems Technologies	30,490.00	1/18/2018
73480	Outdoor Discovery Center	270.00	1/18/2018
73481	Penguin Random House, LLC.	30.00	1/18/2018
73482	Plc - Sbd Grand Island	2,634.77	1/18/2018
73483	Presidio Networked Solutions Group, LLC	49,141.60	1/18/2018
73484	Rebekah Chino	18.99	1/18/2018
73485	Sabopr	169.65	1/18/2018
73486	Same Day Delivery, Inc	1,380.00	1/18/2018
73487	Shirley Bruursema	47.12	1/18/2018
73488	Sirsidynix	129,338.90	1/18/2018
73491	Staples Business Advantage	1,773.42	1/18/2018
73492	State of Michigan	9.42	1/18/2018
73493	STATE OF MICHIGAN	25.00	1/18/2018
73494	Strategic Fundraising Coach	2,750.00	1/18/2018
73495	Tasc	179.48	1/18/2018
73496	The Bugle	15.00	1/18/2018
73497	Tina Emert	22.65	1/18/2018
73498	TISHA WELLS	29.65	1/18/2018
73499	Trailer Express, Inc	135.00	1/18/2018
73500	Trivalent Group, Inc-Systems Division	23,438.00	1/18/2018
73501	Troost Service Company	700.00	1/18/2018
73502	Tumbleweed Press Inc.	4,500.00	1/18/2018
73503	Uaw Local 2600	1,790.15	1/18/2018
73504	VANOVERBEKE MICHAUD & TIMMONY P.C.	490.00	1/18/2018
73505	Walgreen Co	25.00	1/18/2018
73506	Weathershield Roofing Systems	593.73	1/18/2018
73507	White Papers	28.94	1/18/2018
73508	Association of Bookmobile and Outreach Services	49.00	1/26/2018
73510	Baker & Taylor	4,644.88	1/26/2018
73511	Bibliotheca, LLC	235,000.00	1/26/2018
73512	BookPage	3,432.00	1/26/2018
73513	Camp Fire West Michigan 4C	65.00	1/26/2018
73514	City Of East Grand Rapids	500.00	1/26/2018
73515	Comstock Park Rotary	149.50	1/26/2018
73516	David Heckman	29.98	1/26/2018
73517	Elasticsearch, Inc	455.36	1/26/2018
73518	Emmanuel Donkoh	6.99	1/26/2018
73519	Everstream Holding LLC- Michigan	47,547.30	1/26/2018
73520	Federal Armored Truck, Inc	118.25	1/26/2018
73521	Findaway World, LLC	331.14	1/26/2018
73522	Gale/Cengage Learning	8,782.93	1/26/2018
73523	Gaslight Village Business Association	150.00	1/26/2018
73524	General Motivation Company	512.32	1/26/2018
73525	Grand Rapids Building Services	430.00	1/26/2018
73526	Grand Rapids Chamber Of Commerce	750.00	1/26/2018

Kent District Library-2018
Check/Voucher Register - Check Register
From 1/1/2018 Through 1/31/2018

Check Number	Vendor Name	Check Amount	Check Date
73527	Heart Of West Michigan United Way	119.50	1/26/2018
73528	High Mowing Organic Seeds	80.00	1/26/2018
73529	Ian Borton	100.00	1/26/2018
73530	Ingram Library Services Llc	34.50	1/26/2018
73531	Lakeland Library Cooperative	984.25	1/26/2018
73532	Lasers Resource	1,490.00	1/26/2018
73533	Library Ideas, Llc	73,645.00	1/26/2018
73534	May Erlewine	1,200.00	1/26/2018
73535	Neopost Usa Inc.	1,355.20	1/26/2018
73536	Proquestllc	10,500.00	1/26/2018
73537	Rebecca Keller	450.00	1/26/2018
73538	Same Day Delivery, Inc	1,840.00	1/26/2018
73539	Shirley Bruursema	30.00	1/26/2018
73540	Sirsidynix	3,630.00	1/26/2018
73541	Stardust Theater Rentals	360.00	1/26/2018
73542	Uaw Local 2600	1,765.12	1/26/2018
73543	Absopure Water Company	30.00	1/26/2018
73544	Dk Security	336.00	1/26/2018
73545	Michigan Office Solutions (Mos)	2,156.06	1/26/2018
73546	GORDON WATER SYSTEMS	267.25	1/26/2018
73547	Kent District Library-GDV	73.12	1/26/2018
73548	At&T Long Distance	33.39	1/26/2018
73549	David Palma	45.28	1/26/2018
73550	DWD Technology Group	307.50	1/26/2018
73551	Godwin Heights High School	62.44	1/26/2018
73552	Greatamerica Financial Svcs.	61.64	1/26/2018
73553	Holly Vanderveen	9.99	1/26/2018
73554	King & Macgregor Environmental, Inc.	75.00	1/26/2018
73555	Mlive Media Group	817.42	1/26/2018
73556	PM Engraving Company	154.85	1/26/2018
73557	State Of Michigan - Unemployment Agency	4,333.39	1/26/2018
73558	Venturita Arizola	14.99	1/26/2018
73559	Wyoming Public Schools	79.46	1/26/2018
73560	All Season Lawn Care	825.00	1/30/2018
73561	Andrew Erlewein	30.00	1/30/2018
73562	Baker & Taylor	2,435.89	1/30/2018
73563	Cdw Government, Inc.	476.28	1/30/2018
73564	Center Point Publishing	110.85	1/30/2018
73565	Central Michigan Paper	924.00	1/30/2018
73566	Comerica Bank	21,323.97	1/30/2018
73567	Craig Wilson	44.17	1/30/2018
73568	Crosby And Henry	2,111.00	1/30/2018
73569	Cutlerville-Gaines Chamber Of Commerce	65.00	1/30/2018
73570	David Botma	15.00	1/30/2018
73571	Delta Dental Of Michigan	255.23	1/30/2018
73572	Delta Township Distrcit Library	39.99	1/30/2018
73573	Foster, Swift, Collins & Smith, P.C.	950.00	1/30/2018
73574	Gale/Cengage Learning	308.70	1/30/2018
73575	Greatamerica Financial Svcs.	768.43	1/30/2018
73576	Lasers Resource	463.05	1/30/2018

Kent District Library-2018
Check/Voucher Register - Check Register
From 1/1/2018 Through 1/31/2018

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
73577	Lewis Paper	730.57	1/30/2018
73578	Rotary Club Of Grand Rapids	250.00	1/30/2018
73579	Same Day Delivery, Inc	2,300.00	1/30/2018
73580	Sarah Ann Weller	37.09	1/30/2018
73581	Sherrie Willson	50.71	1/30/2018
73582	Shirley Bruursema	17.44	1/30/2018
73583	Strategic Fundraising Coach	125.00	1/30/2018
73584	Thomas Noreen	50.71	1/30/2018
73585	Trivalent Group, Inc-Systems Division	<u>27,919.70</u>	1/30/2018
Report Total		<u><u>5,231,682.31</u></u>	

BRANCH UPDATES

Engaging and educational programming is an essential part of library services. This month branch managers took a critical look at their 2017 programming endeavors and were asked to summarize their upcoming program plans for 2018.

Alpine Township Branch

In 2017, branch programming at Alpine Township branch saw a few changes with the addition of youth parapro, Anne. Alpine staff increased outreach during the summer. In addition to York Creek Summer series, Alpine staff participated in Camp Kenowa, Alpine Meadows Summer series, and Schwallier's Orchards. This has been a great way to reach those in the community that don't normally use the library, and promote KDL's spectacular resources.

With the addition of Thursday storytime and Ruff Readers, staff reaches more families and has meaningful experiences with them. The family attendance increased 23% from 2016-2017. The Gingerbread Lane and Ready for Reindeer! continue to be the most highly attended programs with over 300 in attendance, including volunteers passing out hot cocoa, and special guest reader from Community Outreach Officer, Deputy Douglas. Staff continue to tweak and make this event more fun for families. Alpine also hosted Awesome Autumn Adventure in October. Pumpkin decorating and Autumn-themed crafts were a few of the fun activities offered. Ruff Readers was a new addition this summer! Alpine hosted one Ruff Reader dog this summer and it went so well that another was offered during the Fall program cycle. There were some things that didn't go over well and we decided to stop doing which was the Sit-n-Stitch program. However, adult patrons love crafty programs and these types of programs always reach full attendance. Other craft program offerings have included Intro to Paper Making, Intro to Calligraphy, DIY Wood Sign, Henna for Adults, and Painting.



Alto Branch

Percentage-wise it was a good year with programming. Total attendance was up 26% with a small decrease in school-age attendance, and a sizeable gain in family programs. It was interesting to see that both these occurred in the summer months. Branch manager, Sandy Graham believes it was the label that was attached to the summer programs that made the difference. In spite of having good numbers in 2017, when comparing year-to-date numbers, Sandy expects a drop in 2018 for one major reason - no solar eclipse! Alto had 300 patrons for the Solar Eclipse Party, but there is nothing scheduled in 2018 that will draw a crowd quite like that.

Even though teen programming numbers were slightly up (Nerf guns!!!), this area is a bit of a struggle. If teens can drive, they generally have jobs. If they can't drive they are limited in what they can do based on getting rides. Staff continues to brainstorm on some sort of passive programming for this group-- something that doesn't depend on being physically present at the library.

Alto programming for 2018, for all ages, will be chiefly driven by the Strategic Plan. Summer, of course, is mostly planned for, but the rest will be derived from goals stated in the plan. Many of the outreach activities are duplications of programs done in the branch- taking the library to those who can't come to the library.

Byron Township Branch

Providing quality library programming to all ages continues to be a cornerstone at KDL's Byron Township branch. With the support of KDL staff, community partners, and library users, the Byron branch consistently ranks near the top in terms of program attendance, Summer Reading participation, and early literacy programs such as 1,000 Books Before Kindergarten (1KB4K) and KDL Land. In 2017 there was a 5% increase in total children's program attendance over the previous year with a total of 5,030 attendees. Across all age groups, there were over 8,000 people who came through the doors to enjoy a wide variety of library programs.

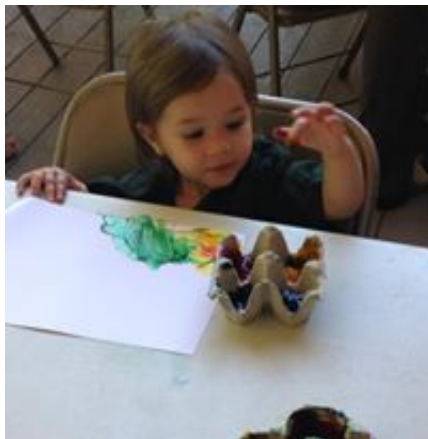
Youth highlights for 2017 include the Outdoor Discovery program, Stuffed Animal Pet Show, Summer Carnival (over 500 attendees), and the always-popular storytime programs. Teen highlights include a Craft Show, Henna Tattoo, and KDL Lab programs. Adult highlights during that time include Papermaking, Mandala crafts, Gardening, and book discussions.

There was tremendous success with the Summer Reading program with 2,315 total participants – the second highest number among all 18 KDL branches. In addition, the Byron Branch currently led the organization in 1KB4K and KDL Land participants with a total of 602 and 220 respectively.

In 2018, the plan is to continue leading the way with branch program efforts through innovation, continuous improvement, and strong partnerships. One area of programming Byron would like to see particular improvement in is service to adults and seniors. While there was some success with programs such as One-on-One Tech tutoring and various craft-related events, attendance numbers are typically far lower than those for teen and children. As such, the plan is to gather as much feedback as possible from the adult population in order to offer high-quality programs that meet their specific needs. While staff hopes to see increases in attendance numbers in system-wide programs such as 1KB4K and Summer Reading, the goal is to ensure that the programs have a meaningful impact on those that participate. Byron Township Branch wants the programs to draw new users to the library and make existing users excited to share their experience with those around them. By listening to feedback from the community and leveraging the wonderful resources KDL has to offer, staff is confident they can achieve that goal in 2018!

Caledonia

In 2017 the programming attendance at Caledonia increased by 12% despite 14% less overall programs. Increased programming in some categories based on popularity was a focus. For example, Monday morning Toddler Time programs were attracting more than 80 people, which made it too challenging for Youth Librarian Alyson to hold the kids' attention, and left little space for the kids to safely move around. In response to this, staff started holding two back-to-back sessions of Toddler Time at 10 and 11am. While the 10 am crowd is still larger, it's much more manageable and fun for the parents and kids, and there has been an overall increase in total number of participants between the two sessions.



Since the teen attendance was poor, staff decided to decrease the number of programs. Teen programming will continue in the summer even though previous summer's attendance has been low. A teen videogame tournament, in which the staff expected about 15 teens to turn up, surprised everyone with 60 in attendance.

There has been an increased focus on STEAM-related programs during the summer, specifically hosting KDL Explore Outdoors, which gave kids and parents a chance to create fun art projects, play with the water table, and get messy. These were well attended and very popular with parents and kids

Cascade

Providing high-quality programs for all age groups continues to be a priority for the Cascade Township Branch. Solid preparation, active promotion using social media, as well as good topics, equal great programs. Overall, both attendance (+12%) and number of programs (+5%) have increased since last year. However, what this doesn't reveal is the tweaking that was done to reach customers when they were available, rather than just offering programs year-round. For example, weekly teen programs were stopped to better focus on larger events that occurred during school breaks, such as winter/spring/fall breaks, and these events were highly popular. Programming for school age children was primarily for days with no school with some exceptions. Both Pokémon and Minecraft continue to be very popular programs for this age with monthly events as well as school breaks. Staff discovered providing 4-6 programs over the holiday break was a wonderful way to keep kids occupied and attendance was great. The Friends continued to tweak Flix @ the Library and found the niche to view recently released family films. The attendance at these movie events is now averaging about 60 people, a huge improvement from just a few years ago when less than a dozen people would attend. Preschool programs are perennially popular. Sunday Afternoon Live (SAL) has hit the groove, with 3 concerts at capacity in 2017. SAL is unique from other programs in that it is a true community partnership with five other organizations providing funding.

Cascade offers a lot of tech training sessions: about 45 per month. Staff tried backing off during summer in order to focus more on kids' programming, but many requests had us restarting 1:1 sessions in mid-July at half the normal rate. Community Appreciation, sponsored by the Friends, needs an injection of excitement and revision. Patrons participate more by happenstance rather than by intention. Attendance at the large children's portion has dropped significantly. Only one program seemed to not meet expectations for attendance: a do-it-yourself car repair/maintenance for women. The presenter was personable and skilled, but patrons did not seem to get excited.

The branch Facebook page is a very popular marketing tool, especially for Sunday Afternoon Live. The Friends sponsor ‘event boosts’ on Facebook, averaging 4 per month for both branch and Friends events. The electronic sign on 28th St has also proven to bring in a lot of program attendees. One couple from Comstock Park were “out for a drive” when they saw the sign for an upcoming concert. It was one of their favorite musicians, so they came back on Sunday, bringing friends, and they were quite amazed at the branch.

One major change for 2018 is a partnership with the Downtown Development Authority to offer outdoor family programs one evening per week for 6 weeks. It is hoped that by offering programs in this environment, the community and township officials will be more excited about proposed plans to develop the library campus for better outdoor programming.

East Grand Rapids Branch

In 2017, the East Grand Rapids staff chose to make two changes to children’s programming to better utilize staff time and energy, and to have a greater impact with the Summer Reading Program. First, the Thursday morning storytime went on hiatus at the end of April instead of continuing through to June; this change allowed a youth staff member to focus on school visits to promote Summer Reading Programs. Second, for June, July, and August, the Wednesday morning storytime (offered continuously throughout the year) was scheduled once, not twice; this change allowed youth staff to offer other programs in the summer, especially for school-age children. While these changes may have slightly affected the overall children’s programming numbers, there was indeed a substantial increase in Summer Reading Program participants and completers.

Some specific success came in 2017. The East Grand Rapids youth staff were able to solidify a relationship with St. Stephens School and are now doing regular storytimes and book talks to all ages at the school. Teen programs increased as the branch saw a year with a large number of students coming to the library after school. The continuing monthly visits to Heather Hills Retirement facility, in partnership with the Cascade branch, are well-received. Much technology is successfully taught and assistance given.

In 2018, branch staff have decided to offer a combination of performer-led and staff-led programs for the Summer Reading Program. The branch staff field many requests for programs in the summer, so adding more will be helpful for library visitors, especially as the programs are on a day other programming for school-aged children is not offered. Also, focusing activity around events is helpful for the branch staff to maintain a good workflow for materials.

The biggest new piece in 2018 will be a Community Reads series of programs, starting at the end of March and going through April. Books at all reading levels have been chosen to be highlighted during this time. The books contain a music theme, so the Sunday programs are musicians or bands. Music-themed crafts and activities are also underway as well as a book discussion for the adult books. It will be an exciting time for the East Grand Rapids branch!

Gaines Township Branch

Gaines Township’s goal for 2017 was to reduce the number of programs held in the branch to allow staff to spend more time doing outreach visits within the community and more time managing the collection. Since Gaines is a drop-off location, staff checks in many more items than items that are checked out. This means staff at this location spends an enormous amount of time redistributing books to other branches. With fewer info staff hours than other C branches, staff needs to maximize their hours by eliminating unsuccessful programs, and take a “fewer, but better” approach to programming.

The Gaines Branch previously provided three storytimes per week, and now just two are offered. The Toddler Time program was moved to Thursday mornings when the nearby Byron Center branch is closed to help

maximize attendance. It worked! While the number of Family Programs, Youth Programs, and School Age programs for 2017 is lower in comparison to 2016, the attendance for all three types of programs is higher across the board. For example, the number of Family programs was reduced by 23%, however total attendance for those programs jumped 22%.

The same holds true for teen programming. The branch held 33% fewer teen programs in 2017 than in 2016, but the total teen program attendance jumped 51%. The teens in the community are often overbooked during the school year with school work and athletics. The choice was to focus the majority of teen programs during the summer after teen crew had begun and the decision was to market teen programs heavily to that group. There was a four week “series” of teen programs in July. Programs occurred on the same day of the week and the same time. The Common Reader adult book discussion group continues to be popular here Gaines with 15 – 18 people attending on a regular basis each month. Staff held a summer discussion at a neighborhood park and had a picnic lunch. The group really enjoyed that. Adult program attendance for standalone programs continues to be hit-or-miss at Gaines. Craft programs are generally popular, but attendance remains relatively flat. As such, some of the programs offered on the Adult menu of program choices were too expensive for the branch to justify. Focusing on program series and regularly occurring programs will be the plan for 2018. Regularly scheduled programs seem to garner better attendance

PATRON SERVICES DEPARTMENT

cloudLibrary Transition

- The Patron Services Department (PSD) has been playing a central role in KDL’s transition to the new eBook platform, cloudLibrary. Prior to the launch date, PSD (and many branch staff members) worked to save users’ holds lists and wish lists from OverDrive. PSD also created a reservation system for the Kindle Fire devices provided to KDL by cloudLibrary. The Kindle Fire devices were provided for patrons who have eReader devices that are not compatible with the cloudLibrary app. Patron Services staff have been verifying users’ eligibility for the Kindle Fire offer.
- Since November, Patron Services staff have fielded over 800 calls and over 700 emails related to cloudLibrary.
- Kaitlin Allen in Patron Services has been tracking technical issues and enhancement requests for cloudLibrary.

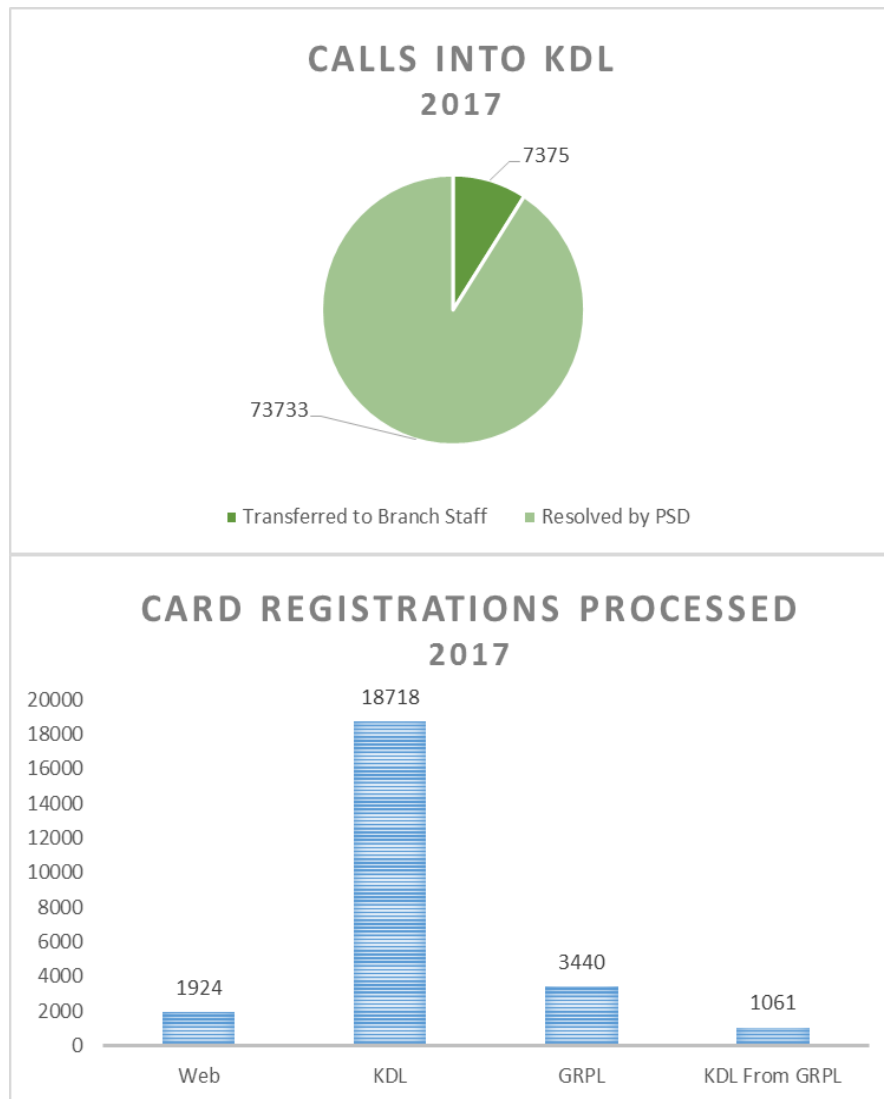
New ticket system and FAQs

- In July 2017, Patron Services started using a new communication platform called LibAnswers. In addition to an improved platform for patron webchat, LibAnswers collects emails from patrons into a ticket system. This prevents duplicate or missed replies, and has allowed a much faster response time to patron emails and a more efficient internal communication and tracking system.
- PSD has also used LibAnswers to create an FAQ database for patrons. This database is accessible 24/7 on the KDL website and answers a wide range of questions about library policy, branch locations and hours, KDL resources and more. As of this update, there are 232 FAQs in the database. This is a great service that enables patrons to find immediate answers to their questions, even outside of the Library’s normal operating hours.

Centralizing MeLCat

- Patron Services is currently working on centralizing the MeLCat/InterLibrary Loan process for KDL. A centralized MeLCat department will reduce branch staff workload and ensure consistent and efficient processing of interlibrary loan materials.
- The new model was tested successfully with the Kentwood Branch in October 2017.
- The centralized MeLCat Department will be fully implemented by the end of 2018

PATRON SERVICES STATS



WHAT'S GOING ON AT KDL

KDL Service and Meeting Center

The Service and Meeting Center has some exciting projects for 2018. Some of the highlights include opening of the deck and trail access, a MelCat processing area, a mezzanine for more storage, landscaping and more. Also, a plan is being constructed on refreshing the Service Center as technology and décor are becoming worn and outdated.

The Meeting Center is experiencing a boost in requests for meetings. Already, nine different organizations have contacted Missy for renting rooms with 16 meetings happening in the next few months. Some are returning users while five are new including Mind on Mats, Citizens Climate Lobby, RMA, Ladies Wine & Design and American Heart Association. Staff have also been taking advantage of the space as there are 217 meetings that are on reserve.

Branch Manager Updates

In December, Zandra Blake, manager of the Plainfield Branch accepted a position as a Regional Manager for GRPL. This created a vacancy at the Plainfield Branch. Instead of moving forward with the traditional model of having a single manager at this branch, the Leadership Team saw this as an opportunity to try something different. To enhance both efficiency and flexibility, Kai Tang, manager of the Spencer Branch was appointed to provide management functions at both the Plainfield and Spencer Branches.

Diane Cutler took on the role of program specialist this month which has created a vacancy at the Cascade Branch. The Cascade position will not be shared. At this time, the Leadership Team feels that the new manager needs to focus her or his time on building relationships with staff, the Friends Groups, and the community. The position has been posted, and KDL is seeking an inclusive, dynamic manager to lead the team, support them in the incredible work that they are all doing, and help them find new, exciting ways to serve the community.

In the interim, Vanessa Walstra, Adult Librarian, from the Grandville Branch, has been appointed to serve as Branch Manager while we search for a new leader for the branch. Vanessa is a kind, smart and collaborative person and I'm confident that the Cascade Team and community will all really enjoy working with her.

Vanessa will began on Monday, January 29th and will work closely with Pat Rosloniec, Cascade's Circulation Manager, to support staff and hold down the fort until a new manager is hired.

Building Update: Ada

Ada Township is in the process of recruiting a Project Manager to oversee the design and construction of the Community Center/Library Project. A selection committee will recommend a preferred candidate at the February 12 township board meeting. After a Project Manager has been selected they will begin the process to select architectural and construction management firms. The goal is to have these services in place by April 2018. A building committee made up of community stakeholders, township officials and KDL staff has been appointed. Craig Wilson, Kurt Stevens, Penni Zurgable and Lindsey Dorfman will be representing KDL on the building committee

Building Update: Kelloggsville

The Kelloggsville Branch Grand Opening held on January 17th was truly a wonderful event. Many families attended and over 30 people registered for library cards (thanks to Maria Trevino and Rebecca Vaughn-Stepter) Staff heard from many neighborhood residents about how excited they are to have us there!

David Specht shot some fabulous pictures of the event that you can access on the branch's Facebook page: [Kelloggsville Pictures](#)

A huge THANK YOU goes out to all of the people who worked so hard to transform the media center at Kelloggsville High School into a dynamic inviting space filled with all the wonderful things KDL has to offer.

The Collection Development team and the Collections Services team did amazing work and put a lot of energy and manpower into building and delivering the collection to the branch.

The IT team did a ton of work getting the KDL and Kelloggsville network to pair, acquiring and setting up new technology and setting up all the public and staff PC stations.

Missy Lancaster, got amazing signage designed, ordered and delivered with almost no time to do so.

The Wyoming Team, led by the fabulous duo of Lori Holland and Karen Small, put it all together! They moved bookshelves, built KDLville and KDL Lab spaces, sorted and shelved books, scheduled, trained and hired staff and got the whole thing up and running!

Last but not least, thanks to Randy Goble for his amazing promotional work!

The Kelloggsville Media center was a library prior to the KDL partnership, but the love, expertise and energy that the KDL team put into it transformed it into something spectacular that will have a huge impact on the Kelloggsville's students and community for years to come.

January Usage Data:

Days Open: 12

Visitor Count: 3603 (includes student and public visits)

Library Cards issued to students: 804

Library Cards issued to the public: 71

Number of student cards used: 494

Items circulated: 895

Building Update: Tyrone

A steering committee meeting was held on Wednesday, January 31st to discuss the need for a new library building. Township officials, a representative from the local schools, a member of the historical society and library staff were in attendance. Just a few of the needs identified include: study rooms, a meeting room, larger teen and children's areas separated from the adult area, more public pc's, quiet reading/relaxing space and staff workspace. A community forum open to the public will be held on Wednesday, February 7th to gather more feedback. Architect Adam Nelson from, Fishbeck Thompson Carr & Huber will use the information gathered to establish the square footage needed to meet the stated needs as well as cost estimates to expand or build a new building. The Township board will use this information to determine if they want to move forward with the project.

Building Update: Walker

In January, Lance, Craig Buno and Lindsey Dorfman met with the Mayor of Walker and city administrators to discuss the possibility of a library expansion or the construction of a new library/ community center building off of Lake Michigan Drive in Standale. It was agreed that a community survey and a needs assessment would be the first start. In March, Library staff and City officials will be meeting with representatives from architectural firm Fishbeck Thompson Carr & Huber to discuss next steps.

KID sight

Sandy Graham, Manager of the Alto Branch and Lions Club member has organized a partnership with the local Lions Club District to offer free vision testing at KDL storytimes through Project KID sight. Project KID sight is a program set up through the Lions of Michigan Foundation. Lions Club members will be available at Storytime to check children for several common childhood vision problems. If a problem is detected, a form will print out for the optometrist. This information will help the doctor know what to check first. If these problems are detected soon enough, they can often be cured or at least treated in a non-surgical manner. Lions members will do all the work the only equipment involved is the camera and a Bluetooth printer.

KDL Strategic Plan

The activities for the new strategic plan were approved by the Library Board in January. You can find the full plan on the KDL Website: <https://www.kdl.org/sites/default/files/2018-2020-strategic-plan.pdf>

Most of the activities are focused on 2018 so that staff have flexibility in future years to chase great ideas and opportunities that come KDL's way as they relate to the strategic plan goals. Efforts are made to get patron input and feedback in many areas as well as use community partnerships to achieve the goals and complete the activities. Staff will be expected to help us measure the impact of these activities – more to come.

Created new reports to track Kelloggsville stats:

In setting up a new branch, Sheri created new reports for the branch to use both in relation to the branch business but also the Library Card Challenge.

- Monthly report of the number of active STUDENT cards in the previous month
- Monthly report of the circulation (checkouts & renewals) by these cards
- Daily report of items due tomorrow checked out by Kelloggsville STUDENT cards so their staff can give students reminders (they did this in the past prior to the KDL partnership)

3D Barcode Scanners

Wyoming has successfully tested a new scanner that will read a Driver's License (or state ID), taking information and populating a new library account. Staff report that it saves 2 minutes in the registration process. New barcode scanners are being purchased for branch service points. These scanners will replace existing barcode scanners. This project may be completed in the first quarter.

Spectre Meltdown Vulnerability

The IT team gave information on this vulnerability – recently shared in the recent Tech Times Newsletter. The IT Team plans to purchase the branch refresh equipment later in the first quarter to give different systems an opportunity to come up with and test patches. It was noted that patches may slow down computers. The vulnerability also affects Apple products.

cloudLibrary Transition

Kindle Fire Offer

The library has 675 reservations to date. Patron Services staff indicate the reservations are beginning to slow down. At a recent All Managers meeting, feedback was gathered on when to sunset this offer. The request was made to do so in the spring after the new app has an upgrade (March) and Communications puts a large marketing campaign in place. Staff love offering this and appreciate how many upset patrons leave happy when this option is offered.

Statistics and comments from Bibliotheca

In the last 7 days KDL had 13,582 checkouts.

January 2018:

- New Patrons: 3,540
- Checkouts on the cloudLibrary- 59,200 (995 checkouts came from East Lansing patrons)
- Pay Per Use Checkouts- 7,275 (Monthly eAudio PPU budget moved up to \$18,000)
- KDL Patron cloudLink Checkouts- 3,239
- **Total Circulation: 69,714 (Checkouts, PPU and cloudLink)**

As KDL has completed the first full month since the transition we have gotten back a lot of the circulation that we were seeing prior to the transition. Bibliotheca is excited by the numbers that we are seeing this soon after the transfer. They predict this number to continue to grow over the next two months as there are continued efforts for having new users sign up on the new platform.

App update coming this March

A product update is planned for release by the end of March at the latest to include an advanced search option that will allow patrons to search by series and by foreign language.

KDL Cruisers

A meeting with GR Bikes included staff and managers from six KDL Cruiser locations. Stories and feedback were shared. Improvements discussed include:

- More transparent reporting to branch managers when GR Bike staff stop to maintain the bikes. KDL will share this contact information so it will begin the next season.
- Eliminating Nelson Township/Sand Lake as a KDL Cruiser location. Discussions are started to have KDL

Cruisers available at Kelloggsville. No decision has been made but if the bikes don't go there Rockford indicated they could use more bikes.

- Trail maps will be available to bike riders.
- A system will be developed so staff can easily identify bikes with maintenance needs.
- A verbal survey will be conducted to ask nonKDL cardholders if they would pay \$3 a ride to checkout KDL Cruisers to find out if this would be viable in future years.

GR Bikes also mentioned that they are ready to take this bike-lending model for libraries on a national level, so KDL will begin sharing their business with others who contact the library for information on KDL Cruisers.

Write Michigan Short Story Contest

Voting and judging has ended for the 2018 Write Michigan contest. Winners are here: <http://www.writemichigan.org/winners.html>

Work has now started to create the anthology and put on the awards ceremony. This special contest is just one way KDL supports writing talent in Michigan. It's fun to support writers of all ages. In the future, KDL will begin grouping all writing-related programs like the Writers Conference with the Write Michigan Short Story contest.

Bookmobile

Interior finishes were selected for the new bookmobile. Colors were chosen to set a colorful and pleasing tone to make the bookmobile inviting and welcoming. Durability and wear ability was also a focus. A fun element will be colorful LED lights around the ceiling.

KDL Free Libraries

KDL met with Health Bridge (Post-Acute Rehabilitation – Metro Hospital area) about the possibility of placing KDL Free Libraries at their location. The new location serves mostly adults that need short-term rehabilitation.

New volunteers were trained to restock KDL Free Libraries at the airport. One of the volunteers will be restocking the KDL Free Libraries on Saturdays. The use of the KDL Libraries is pretty popular and the comments from travelers are positive. KDL goes through about 1,000 materials each week and has two locations at the airport.

New GoPacks

Yuko cataloged and processed 4 different GoPacks this month (18 each). The new GoPacks that were added this month are Touria, Pickle Letter, Face Chase and Flipping Flags. Yuko punched out 2,700 games pieces from heavy cardboard, counted the pieces and assembled the pieces for each of the 18 Touria games.

Catalog Tags for Youth Material

The Youth Specialists asked the Collection Services Team to come up with a way to tag Individual Reading Plan (IRP) children's books in the catalog. This is in response to the "3rd Grade Reading Legislation Implementation Plan" provided by Kent Intermediate School District (KISD). This will make IRP books easier to find for branch staff and parents. The IRP tag is being added into the MARC record in the Notes field by the Collection Services Team. So far, Amanda has added IRP tags to approximately 1,000 children's titles.

Weeding Survey

A survey will go out to staff to get feedback on KDL's weeding criteria. The criteria has not been reviewed in several years. Weeding allows KDL to keep our collection current, to withdraw titles that are no longer circulating or are in poor condition due to high use (which then can be replaced), and gives us space for newer materials.

Holiday Break Program @ the Geek Group

The KDL LAB at the Geek Group programs were a success. 36 patrons enjoyed programs around 3D printing, woodworking and computer parts. A group of school-age kids and their parents built a KDL Free Library,

learning skills like using power tools. Another group took apart working PCs, put them back together and tested whether they put them back together successfully and most were successful!

New Book Club

The Programming Department is expanding its relationship with a local organization, Write616. East Grand Rapids branch will be hosting a new book club called Get Lit! where patrons can meet local authors and discuss their books. The monthly club's first program on February 7 features AJ Powell, author of *Grayson Rising*.

KDaLe

This season of KDaLe is featuring a host of new partners for KDL. Seventeen patrons toured Hudsonville brewery, Pike 51, learning about barrel aging and sour beers.

The Horrock's Tap Takeover will be KDL's biggest beer event ever featuring literary themed beers from new partners including Pike 51, Thornapple Brewing Company, CityBuilt Brewing, New Union Brewery, and Atwater Brewery, as well as, KDaLe staples, Raitown Brewing and Gravel Bottom Brewing.

Our Homebrew Contest registration period wrapped up with 40 entries this year who are beginning to brew their beers now. One of KDL's returning contestants said, "this is one of my favorite competitions to take part of every year."

KATIE KUDOS –

KATE ALLEN (Patron Services Department) - *nominated by Carrie Wilson* because she is collecting all of KDL's feedback (from both patrons and staff). She is being copied on all cloudLibrary support tickets and fielding all e-mails for enhancement requests so that she can compile all the data so we can work with cloudLibrary to ensure an easy and enjoyable experience for all cloudLibrary users. This is a time-consuming and daunting task, but Kate does this with grace and great humor, happy to help her teammates, and the rest of the organization, and our patrons.

DIANE CUTLER (Cascade Branch Manager) - *nominated by Kat Hagan* because for her act of kindness. When Diane came in for the book drops over the holidays, she noticed one of our senior patrons hadn't been in to pick up her movies. We all know "J" and know movies are one of the few pleasures she can still enjoy. Diane called "J" at her senior home and brought them to her.

STEPHANIE WEAVER (Lowell Branch) - *nominated by Carrie Wilson* because she has done a huge amount of work in keeping up with the patron tech handouts for cloudLibrary. As we change, tweak, and improve the process, she has made sure multiple handouts are updated each time, usually within minutes of a change. Not only is this an incredible service to fellow KDL-ers, but it's also an amazing service to our patrons. Thank you, Stephanie, for making this transition easier on the rest of us!

... AND ...

nominated by Alantha Owen because she has spent a significant amount of time today helping a patron who has severe memory issues due to an injury. She came to the library unable to access her Facebook account, which she uses to connect with her adult children. She has been patient and has helped her through every step of the process with absolute kindness and empathy. Stephanie truly empowers our patrons with her innate gift to make technology accessible to everyone.



PRAISE FROM PATRONS

- **Caledonia**

- “A husband and wife came in with a Nook Glowlight 3 and a Mac today. She hadn’t been able to get the CloudLibrary app downloaded on the Mac, so she hadn’t been able to read on her new Glowlight 3 yet. We were able to figure out the issue and get her ready to go, with books to read. She and her husband were all smiles and so appreciative. I was able to help them so easily because of Stephanie Weaver at Lowell’s wonderful, clear, concise instruction sheets!”

- **Kentwood Branch**

- “Kentwood branch just hosted a wedding up by our fireplace. Barb Williams and I were both present (yep, I was tearing up too). It was so very sweet! The groom made heartfelt vows to the bride’s two daughters and to the bride, and she to him. It went smoothly, and only one person complained about the noise (after the fact). One of the little girls said how much she loves going to the library – the Fairy books are her favorite. This is a first for us. The bride had called a week or so beforehand and asked if they could hold the ceremony here. She loves libraries and they both fell in love with the building and the beautiful views from upstairs.”

- **LBPH (Wyoming)**

- “Shelley Roossien received a nice note from a patron’s daughter after helping the gentleman for many years: ‘Hi Shelley – my dad is no longer able to listen to the audiobooks so I have returned the ones that he had. The reader is being returned by the nursing home. Thank you so much for this service – it brought him a great deal of pleasure and kept his mind stimulated when he was not able to read a book anymore. I can’t tell you enough about how it improved his quality of life over this past year. I extend my dad’s thanks as well.’”

UPCOMING MEETINGS AND EVENTS OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., March 15, 2018	4:30 PM	KDL Service Center
KDL Regular Board Meeting	Thurs., April 19, 2018	4:30 PM	KDL Service Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Dev. Board Meeting	Weds., Feb. 28, 2018	12:00 PM	KDL Service Center
KDL Pension Board Meeting	Weds, Feb. 21, 2018	11:00 PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
PLA Annual Conference	March 20-24, 2018	All Day	Philadelphia, PA
MLA Spring Institute	March 22-23, 2018	All Day	GVSU Eberhard Center
ALA Annual Conference	June 21-26, 2018	All Day	New Orleans, LA
MLA Annual Conference	October 17- 19, 2018	All Day	Novi, MI

NEW APPOINTMENTS	POSITION	EFFECTIVE
Julie Cook	Substitute Circulation Assistant	January 30
Sheri LaPorte	Substitute Circulation Assistant	January 30
Andrea Puskas	Substitute Circulation Assistant	January 30
Rachael Kruithof	Graphic Design Intern – Service Center	February 5
Sadie Burgher	Substitute Information Staff	February 13
Laura DeJong	Substitute Information Staff	February 13
Kathy Cheney	Substitute Information Staff	February 13

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Jacob Reed	Communications Specialist – Service Center	Adult Paraprofessional - Englehardt	January 8
Sarah Krebs	Substitute Circulation Assistant	Circulation Assistant – Cascade	January 15
Rebecca Vaughn-Stepter	Substitute Circulation Assistant	Circulation Assistant – Kelloggsville/Wyoming	January 15
Mariely Velazquez	Circulation Assistant – Wyoming	Patron Services Associate – Service Center	January 22
Andrea Galloway	Circulation Assistant – Tyrone Township	Patron Services Associate – Service Center	January 22
Diane Cutler	Branch Manager – Cascade	Programming Specialist – Service Center	January 29
Vanessa Walstra	Adult Librarian - Grandville	Interim Branch Manager – Cascade	January 29
Mara Deckinga	Substitute Circulation Assistant	Circulation Assistant – Kelloggsville/Wyoming	January 29
Brianna Bricker	Substitute Circulation Assistant	Circulation Assistant – Tyrone Township	January 29
Courtnei Moyses	Youth Paraprofessional – Cascade	Youth Librarian – Kelloggsville/Wyoming	February 26

OPEN POSITIONS	TYPE
Manager of Community Engagement – Service Center	Full-time
Shelver – Wyoming	Part-time
Substitute Circulation Assistants	Temporary
Circulation Assistant – Nelson Township/Sand Lake	Part-time
Branch Manager – Cascade	Full-time
Shelver – Tyrone Township	Part-time

DEPARTURES	POSITION	EFFECTIVE
Kim Schweibert	Human Resources Generalist – Service Center	January 10
Zoey Grit	Circulation Assistant – Wyoming	February 12
Tricia Zelaya	Circulation Assistant – Nelson Township/Sand Lake	February 17
Velvet Lerch	Shelver – Tyrone Township	March 29

EMPLOYEE ANNIVERSARIES (MARCH)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Maggie McDaniel	Plainfield	37 years
Sandy Graham	Alto	32 years
Karen Dykstra	Grandville	21 years
Mary Long	Englehardt	18 years
Diane Damuth	Human Resources	14 years
Josh Bernstein	Grandville	10 years
Angie Stout	Administration	9 years
Brad Allen	Collection Services	8 years
Melody Kastanek	Englehardt	8 years
Holly Goulet	East Grand Rapids	7 years
Cathy Stanley	Gaines Township	6 years
Aaron Thomas	Collection Development	6 years
Abby D'Addario	Wyoming	4 years
Laura Youells	Comstock Park	4 years
Janine Elliott	Collection Services	3 years
Jeannine Frazier	East Grand Rapids	3 years
David Palma	Cascade	3 years
Norman Pearce	Substitute Info Pool	3 years
Aude Shattuck	Kentwood	3 years
Kristen VanDussen	Kentwood	3 years
Jenny Furner	Kentwood	2 years
Hatka Kecalovic	Substitute Info Pool	2 years
Barb Schantz	Walker	2 years
Jared Seigel	Patron Services	2 years
Patricia Volkhardt	Walker	2 years
Christine Wagenfuehr	Substitute Info Pool	2 years
Anne Bartsch	Alpine	1 year
Jacquelyn Boss	Comstock Park	1 year
Aimee Jodoin	Kentwood	1 year
Jacquelyn Jurgens	Cascade	1 year
Wendy Kuzma	Substitute Info Pool	1 year
Adam Marth	Wyoming	1 year

Board of Trustees Attendance

2018

(X = present)

	Shirley Bruursema	Lee Cook	Andrew Erlewein	Tom Noreen	Penny Weller	Craig Wilson	Sherrie Barber Willson
January 18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
February 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June 14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
July 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
September 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
September 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Participation via Conference Call or WebEx

Trustee Name	Meeting Date	Trustee Name	Meeting Date

Section 2: Circulation

2.1 [Library Card Registration](#)

2.1.1 [Cards for Visiting Students](#)

2.1.2 [Institutional Cards](#)

2.1.3 [Non-Resident Cards](#)

CHANGE

2.1.4 [Youth Cards](#)

2.1.5 [Temporary Cards for Adults](#)

2.2 [Lakeland Library Cooperative Member Library Cards](#)

2.3 [Lost or Stolen Cards](#)

CHANGE

2.4 [Privacy of User Records](#)

2.4.1 [Library Documents](#)

2.5 [Overdue, Lost, and/or Damaged Materials](#)

CHANGE

2.5.1 [Fees](#)

CHANGE

2.6 [Audio-Visual Materials Use](#)

LIBRARY CARD REGISTRATION

All residents within the Kent District Library service area are eligible for a library card. Persons living outside the Kent District Library service area who pay property taxes to a governmental unit within the District are also eligible for a Kent District Library card.

Library cards are non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued.

Juvenile (under age 18) registrations may be signed by any person willing to assume legal responsibility for library resources. Signatures indicate an acceptance of responsibility for:

- the juvenile's use of all library resources including access to the Internet;
- supervision of the juvenile's choice of materials;
- return of all materials when due;
- overdue fines when materials are returned late; and
- all losses and damages to materials and equipment borrowed.

When a juvenile patron turns 18 years of age, he/she assumes responsibility for the library account bearing his/her name including all borrowed items on that account. Any fees on the card will be moved to the co-signer's card. If the co-signer does not have a card, a bill will be mailed. All fines associated with the juvenile's account will be waived.

Library cards will have an expiration date in order to update accounts as needed.

CARDS FOR VISITING STUDENTS

High school exchange students and college students residing in the Kent District Library service area while attending high school or college are eligible for a Kent District Library card.

INSTITUTIONAL CARDS

If an agency, institution, or business within the Kent District Library service area requests a library card for use by its residents or staff (in their institutional role), a card may be issued if the institution's head or director agrees in writing that the institution will be responsible for any materials lost or damaged and for any fines incurred through use of the card. Such a card may be used by residents or staff of the institution at the discretion of the institution's director. The card itself must be presented to be honored. KDL will not accept personal identification in lieu of the institutional card. Due to licensing agreement restrictions, institutional cards do not allow remote access to electronic databases or downloadable items.

CHANGE

KDL Policy 2.1.3

New 11-18-2017

NON-RESIDENT CARDS

Residents within the geographical area of the Lakeland Library Cooperative's boundaries who do not qualify for a library card at any Lakeland Library Cooperative member library may purchase a KDL non-resident library card for a fee. The fee covers all family members in one household and each family member may be issued their own non-resident card. KDL non-resident cards are honored only at Kent District Library branches and are not valid at other Lakeland Library Cooperative member libraries ¹~~nor can be used for MelCat services.~~ ²~~Non-resident cardholders may place holds on KDL items only.~~ Non-resident cards do not allow access to KDL downloadable content including, but not limited to, eBooks and eAudiobooks.

Beginning January 1, 2018, a 12-month non-resident card will be available for purchase at a cost of \$60.00 (prorated on a monthly basis on the first day of each month). Non-resident cards expire on December 31, 2018.

Recommend Change 1. Addition of MelCat to reflect current practice.

Recommended Change 2. We no longer have a shared catalog which makes this sentence unnecessary.

YOUTH CARDS

Children who do not have a library card, nor have a co-signer to help them get a library card, will be eligible for a Youth Card. Only books will be available for checkout with a Youth Card, and children can check out a maximum of three books. Internet access will also be available. No proof of residency will be required. Youth cards will have an expiration date.

This card can be offered by library staff at school visits to non-resident students. They would not be eligible for a regular juvenile library card due to their residency.

A maximum of three lost books will be allowed on this card. Should a child lose three books a second time, the card will be deactivated.

TEMPORARY CARD FOR ADULTS

Adults who are unable to provide proof of residency, either because they are new to the area, or are traveling, can have access to library services with a Temporary Card for Adults. This card does not require proof of residency but adults do need to show an ID card to verify their identity. A maximum of three items in any format may be checked out on this card. Internet access will also be available. Temporary Cards for Adults will expire after 3 months and full privilege cards may be obtained with proof of residency.

LAKELAND LIBRARY COOPERATIVE MEMBER LIBRARY CARDS

All current Lakeland Library Cooperative member library cards will be honored by Kent District Library with the exceptions of:

- non-resident local use library cards;
- underfunded contract service area cards; and
- institutional cards.

CHANGE

KDL Policy 2.3

Last Revised 5-19-2016

LOST OR STOLEN CARDS

It is the patron's responsibility to notify Kent District Library promptly of a lost or stolen library card. If the loss or theft is not reported, the patron is responsible for all materials charged to the library card.

Patrons will be held responsible for fines ¹ *and fees* ² *accrued* ~~levied~~ prior to the date the loss or theft of the library card is reported, ³ ~~as well as the value of any materials borrowed~~. Patrons will not be held responsible for fines ⁴ *accrued* after the date on which the loss or theft is reported.

Recommended change 1. Add the words *and fees* to cover charges for lost/damaged materials.

Recommended change 2. Change *levied* to *accrued*. Common verb used when describing library fines charged.

Recommended change 3. Strike *as well as the value of any materials borrowed* as this is covered by adding the words *and fines* above.

Recommended change 4. Add the word *accrued* to make the sentence flow better

PRIVACY OF USER RECORDS

Kent District Library is bound by the [Michigan Library Privacy Act](#) (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron’s name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, Kent District Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law. A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Library Director.

LIBRARY DOCUMENTS

Library documents and records (other than patron records covered by the [Michigan Library Privacy Act \[PA 455 of 1982\]](#)) shall be available to the public in accordance with the [Michigan Freedom of Information Act \(FOIA\) \[PA 442 of 1976\]](#) upon a request which precisely describes the exact library public records desired. The Library need not create new public records to satisfy a request, nor must the Library make a compilation, summary or report of information. Costs associated with responding to a request will be charged to the requester.

The Kent District Library Board of Trustees authorizes the Library Director to serve as the FOIA Coordinator and to accept and process requests for public records. The Director shall report action taken on FOIA requests at the next regularly scheduled Kent District Library Board of Trustees meeting.

Upon providing Kent District Library's FOIA Coordinator with a written request that describes a public record sufficiently to enable KDL to find the public record, a person has a right to inspect, copy, or receive copies of the requested public record.

A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Library Director.

Kent District Library may charge a fee for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record. The Library may also require a good faith deposit from the person requesting the public record or series of public records, if the fee exceeds \$50.00. The deposit shall not exceed half of the total fee.

CHANGE

KDL Policy 2.5

Last Revised 10-22-15

OVERDUE, LOST, AND/OR DAMAGED MATERIALS

Kent District Library may charge a fine for overdue materials. Kent District Library is not required to send notices for overdue or lost materials, and failure to receive a notice does not relieve the borrower of responsibility to return materials when due. Kent District Library will suspend a patron's borrowing privileges when the fines and/or fees on a patron's account exceed \$20.00.

~~1. When the combined value of an overdue item(s) and the fine owed on the item(s) reaches \$40.00 and the item(s) is more than sixty (60) days past due, the Library will refer the unresolved charges to a collection agency and will assess the patron a recovery fee. The Library may suspend the borrowing privileges of a patron referred to a collection agency until the charges are resolved. A payment plan may be established for a patron whose account was turned over to a collection agency by Kent District Library. The payment plan is a contract whereby the patron agrees to pay what is owed on the account within a specified time.~~

When the combined value of overdue item(s) and the fine owed on the item(s) reaches \$20.00 and the item(s) is more than sixty (60) days past due, Kent District Library will invoice the patron. A payment plan may be established for a patron whose borrowing privileges have been suspended due to fines and/or fees owed. The payment plan is a contract whereby the patron agrees to pay what is owed on the account within a specified time.

Kent District Library may charge for replacement of materials missing, lost, or damaged. Reimbursement is required to repair or replace damaged or lost materials and will not exceed the item's original purchase price. No overdue fines will be assessed to the patron for the late return of damaged materials. No replacement items will be accepted for lost or damaged items.

Recommend change 1. We no longer utilize the services of a collection agency. It is recommend that the paragraph be changed to reflect our current practice.

CHANGE

KDL Policy 2.5.1

Last Revised 3-18-10

FEES

Kent District Library may charge a fee for specific library services. These may include, but are not limited to, the following:

- ^{1.} faxing;
- inter-library loan services;
- photocopying; and
- printing.

Recommended Change 1. Add faxing to reflect current services. We are adding faxing services in many of our branches.

AUDIO-VISUAL MATERIALS USE

Kent District Library assumes no responsibility for damage to patrons' electronic equipment used to play library audio-visual materials.

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KDL Board of Trustees
Issue Analysis

Agenda Item for Consideration: ILS Consultant/SirsiDynix Expert

Date of Board Meetings: February 15, 2018 (first reading); March 15, 2018 (second reading)

Timeline: Consultant Selection and Contract Commitment will be made as soon as possible pending Board Approval. We desire to leverage this person for an entire year. After the first year, we will revisit how much can be done internally and how much we need more SirsiDynix expertise.

Budget Line Items: Request for a Budget Amendment to use a small portion of our Fund Balance.

Total Estimated Cost:

- \$200,000 (\$160,000 per year plus 25% for travel, lodging, and meals); or
- \$76.92 per consulting hour (plus \$40,000 for travel, lodging, and meals)

Background Facts:

The Integrated Library System (ILS) is KDL's most important automated system in regards to our ability to efficiently meet the needs of our patrons while also providing relationship-focused service. In September 2015, KDL transitioned to a new ILS, SirsiDynix Symphony and WorkFlows. The first years of the transition involved a sharp learning curve for all users of the ILS. Many KDL staff hours, as well as many custom hours of work performed by SirsiDynix staff were spent configuring and modifying the new ILS to best meet KDL's expansive needs in a broad range of departments: from cataloging and collection services, to reference, circulation, and the public-facing catalog. Currently, KDL is still utilizing SirsiDynix professional consulting services and custom work to help create and modify ILS functions and configuration to better assist the needs of patrons and staff. However, multiple staff surveys combined with anecdotal feedback has shown a high level of staff dissatisfaction with the ILS. One recent comment from a KDL manager underscores the need for improvement:

Every day is a fight with Sirsi to try and do our jobs. This is frustrating and it's hard to be charitable to people when you are in fight mode.

KDL strongly desires to have the expertise necessary to provide exceptional library services and user experiences by leveraging the technical features that are possible with SirsiDynix. A review of industry best practices reveals that having an onsite SirsiDynix expert is an affordable means to the end of providing exceptional user experiences in the delivery of library service. After months of research, we're recognizing and recommending the following:

- SirsiDynix Symphony is a multidimensional ILS with robust functionality and nearly endless customization capabilities.
- According to SirsiDynix staff, it takes three-to-five years to become an Expert in SirsiDynix products.
- KDL's current staffing structure for the management of this ILS is outdated and not sufficient to realize its potential. This model was created when KDL was using a less customizable and robust ILS.
- KDL has one "self-taught" ILS Coordinator, and one Webmaster whose workload is spread amongst the Enterprise Catalogue and Website needs.
- These individuals, along with several others, will benefit from the collaborative nature of work that a professional contracted SirsiDynix Expert will bring to KDL.

Recommended Solution:

1. Hire a SirsiDynix independent contractor to serve as KDL's ILS Expert for one year.
2. Assemble an ILS Support Team consisting of 10 staff members representing the various KDL departments that use the ILS in a broad range of functionalities to promote knowledge transfer.
 - These staff members have been selected based on their proven ability to troubleshoot and actively seek out technology and other resources to find creative solutions.
 - The ILS Support Team members will participate in ongoing training in their respective areas of expertise and will serve as support to the SirsiDynix Expert.
3. Measure ILS improvement using variety of metrics:
 - Patron survey measuring user experience with catalogue (once per year, three consecutive years).
 - Issue KDL survey measuring staff perception/satisfaction with ILS (once per year, three consecutive years).
 - Track and compare Ticket System "help" tickets from year to year:
 1. Number of staff tickets submitted
 2. Content type submitted
 - Compare yearly ILS goals and fix-it list using the following standards to categorize each listed item:
 1. Modification to achieve/change/improve basic functionality
 2. Customization to improve efficiency
 3. Creative addition to achieve out-of-the-box solution
 4. Innovative solution that will transcend industry standards

Example: How many items on the 2019 and 2020 list score at level 4 in comparison to those on the 2018 list?
 - More metrics will be added with the help of the SirsiDynix Expert.

	Pros	Cons
Hire SirsiDynix Expert	<ul style="list-style-type: none"> • Immediate progress on resolving obstacles and long-standing pain points. • Quickly improve patron and staff experience. • Proven successful at two other libraries. • Expert will share knowledge and will be an invaluable resource in training ILS Support Team and other staff. • Inside “fast track” access to SirsiDynix resources and staff. • Substantial long-term savings in staffing labor costs. • Candidates are trained and sanctioned by SirsiDynix, and KDL chooses the right fit. 	<ul style="list-style-type: none"> • Big change: staff will need to adjust to “outsider.” • Could potentially not meet KDL ILS needs. • Expensive: large short-term financial investment. • KDL could discover the need for more than one year of consultant service.

Hiring a SirsiDynix Expert will allow KDL to excel exponentially in terms of operations, functionality, and most importantly, our ability to further all people through the level of service we provide. (See attached ILS Staffing Comparison Chart.)

Conversely, not hiring a SirsiDynix Expert will mean additional years of continued training in order to reach optimum level with the ILS, which also means additional years of continued staff frustration with current limitations, more money invested in professional custom work to solve problems quickly, and a lower level of service to KDL taxpayers.

Recommendation:

To hire a SirsiDynix subject matter expert to work onsite for one year.

Document History:

1. First Draft – Carrie Wilson
2. Revisions – Brian Mortimore, Kurt Stevens, Laura Powers, Lance Werner
3. Final Draft – Carrie Wilson

ILS Staffing Comparison Chart		
	SirsiDynix Expert + ILS Support Team	Current ILS Staffing Structure + ILS Support Team (no SirsiDynix Expert)
Quickly transition from a position of ILS basic functionality and limitations, to that of ILS customization, optimization, and ongoing innovation.	✓ 6 months - 2 yrs.	2-4 years
Quickly acquire greater business intelligence, supporting decision-making as it relates to providing exceptional customer service in the delivery of library services to KDL taxpayers while strengthening KDL's reputation as an industry leader.	✓ Immediate progress	2-4 years
Quickly reduce staff time on complicated ILS procedures, which will allow them the ability to work with ease and confidence while providing an optimum level of convenient, relationship-focused service.	✓ Immediate progress	1-3 years
Quickly optimize the ILS and connected databases and systems in order to resolve current limitations for support staff and frontline service providers.	✓ 2 months - 1 yr.	1-3 years



**RESOLUTION
KENT DISTRICT LIBRARY BOARD OF TRUSTEES**

2018 BUDGET RESOLUTION

1st BUDGET AMENDMENT – EXPLANATION OF REQUESTED AMENDMENT

The following suggested amendment to the General Fund budget is designed to increase 2018 budgeted expenditures to allow for contracting with an ILS consultant as proposed in the issue analysis:

1. \$200,000 Increase to Other Services and Charges

This increase is to cover the estimated costs for the proposed ILS consultant as discussed in the Issue Analysis.

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RESOLUTION
KENT DISTRICT LIBRARY BOARD OF TRUSTEES

2018 BUDGET RESOLUTION

1st BUDGET AMENDMENT

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library Grandville Branch, on February 15, 2018 at 4:30 p.m.

The meeting was called to order by _____.

PRESENT:

ABSENT: _____

WHEREAS, pursuant to Act 2, Public Acts of 1968, MCL 141.421 *et seq.*, as amended, it is necessary for the Board of the Kent District Library to adopt a General Fund Budget supported by the Library’s millage levy, and to amend a budget when resources so dictate.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves and adopts the General Fund Budget Amendment for 2018 attached hereto and made a part hereof.

THE FOREGOING RESOLUTION was adopted at a regular meeting of the Kent District Library Board of Trustees held on February 15, 2018 on a motion made by _____ and seconded by _____.

AYES: _____

NAYS: _____

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on February 15, 2018, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: February 15, 2018

Andrew Erlewein, Secretary

**KENT DISTRICT LIBRARY
GENERAL FUND OPERATING
2018 BUDGET - 1ST AMENDMENT**

REVENUES:	ORIGINAL	PROPOSED AMENDMENT	PROPOSED REVISED
Taxes	21,261,500		21,261,500
Licenses and permits	2,500		2,500
State grants	610,000		610,000
Contributions from local units	479,000		479,000
Charges for services	50,000		50,000
Fines and forfeits	75,000		75,000
Investment income and rentals	83,500		83,500
Other revenue	463,000		463,000
Other financing sources	50,000		50,000
TOTAL REVENUES & OTHER FINANCING SOURCES	23,074,500	-	23,074,500

EXPENDITURES:			
Personal services	14,215,459		14,215,459
Supplies	2,351,675		2,351,675
Other services and charges	3,860,711	200,000	4,060,711
Capital outlay	2,621,655		2,621,655
Other financing uses	25,000		25,000
TOTAL EXPENDITURES & OTHER FINANCING USES	23,074,500	200,000	23,274,500
EXCESS OVER / UNDER	0	(200,000)	(200,000)

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Kent District Library **Ideas.**
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RESOLUTION
KENT DISTRICT LIBRARY BOARD OF TRUSTEES

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library Grandville Branch, on February 15, 2018 at 4:30 p.m.

The meeting was called to order by _____.

PRESENT:

ABSENT: _____

**A RESOLUTION OF THE KENT DISTRICT LIBRARY TO ADOPT THE UAW
 LOCAL 2600 VESTING SCHEDULE CONTRACT**

The undersigned secretary of the Board of Trustees of the Kent District Library (KDL) hereby certifies that the following resolutions were duly adopted by the Board of trustees of KDL on February 15, 2018 and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the Kent District Library maintains a defined contribution retirement plan with two distinct employer matching formulas.

RESOLVED, that for purposes of calculating the vesting schedule, and consistent with that which was negotiated recently with UAW Local 2600, both matching formulas will be set at two (2) years.

The undersigned further instructs the plan administrator to adopt such changes formally in all correspondence, summary plan descriptions, and plan documents.

THE FOREGOING RESOLUTION was adopted at a regular meeting of the Kent District Library Board of Trustees held on February 15, 2018 on a motion made by _____ and seconded by _____.

YEAS: _____

NAYS: _____

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on February 15, 2018, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: February 15, 2018

Andrew Erlewein, Secretary



GARY C. PETERS
UNITED STATES SENATOR

January 31, 2018

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

Dear Lance,

Congratulations on being named Librarian of the Year by Library Journal! Your work to increase literacy and create the largest e-book collection in the state is truly worthy of recognition. I appreciate your empathic leadership, advocacy, and dedication to your staff and the residents of Kent County. Again, congratulations and I look forward to following your continued success.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gary C. Peters", written over the word "Sincerely,".

Gary C Peters
U.S. Senator



73RD DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

CHRIS AFENDOULIS
STATE REPRESENTATIVE

PHONE: (517) 373-0218
FAX: (517) 373-5697
E-MAIL: chrisafendoulis@house.mi.gov

January 19, 2018

Lance Werner
Executive Director
814 W River Center Dr NE
Grand Rapids, MI 49321

Dear Mr. Werner,

Lance

I would like to congratulate you on your award as being named the top librarian in the nation by the Library Journal. Your time with the Kent District Library has been nothing short of outstanding and you continue to make our West Michigan community proud.

Your hard work and dedication to our community is greatly appreciated. Your strong leadership has led KDL into becoming one of the top library systems in the country. The innovative ideas that you bring to the table are terrific and have led to a great deal of success for the KDL.

I wish you continued success in your time with the Kent District Library. I hope you will not hesitate to contact me if I can ever be of any assistance to you. Thank you for the opportunity to serve you.

Sincerely,

Chris Afendoulis

Chris Afendoulis
State Representative
73rd District

Fantastic!



**SAVE
THE
DATE**

What: Team KDL Event
(It's a surprise!)

When: April 11, 2018, 7pm

**Who: KDL staff and family (or plus
ones)**