

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

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

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. LIAISON REPRESENTATIVE COMMENTS
- IV. PUBLIC COMMENTS**
- * V. CONSENT AGENDA
 - A. Approval of Agenda
 - B. Approval of Minutes – March 15, 2018
- * VI. FINANCE REPORTS – March 2018
- VII. LAKELAND LIBRARY COOPERATIVE REPORT
- VIII. DIRECTOR’S REPORT – March 2018
- * IX. OLD BUSINESS
 - A. Issue Analysis: Proposal for Audit Services (second reading)
- X. NEW BUSINESS
 - A. Fund Development Presentation
 - B. Issue Analysis: Service Center Roof and HVAC Repairs (first reading)
 - * C. Resolution: Third Budget Amendment- (Roof & HVAC) *Roll-Call Vote*
 - D. Issue Analysis: Schools & Libraries Universal Services (E-Rate) for 2018-19 (first reading)
 - * E. Resolution: Schools & Libraries Universal Services (E-Rate) for 2018-19 *Roll-Call Vote*
 - * F. Resolution: Fourth Budget Amendment - (E-Rate) *Roll-Call Vote*
 - * G. Resolution: Literary Libations Liquor License *Roll-Call Vote*
 - H. KDL Policy Manual – Section 3: Other Services (first reading)
 - I. Books for Texas Presentation
 - J. Election of Board Treasurer
- XI. LIAISON REPRESENTATIVE COMMENTS
- XII. PUBLIC COMMENTS**
- XIII. BOARD MEMBER COMMENTS
- XIV. MEETING DATES

Regular Meeting: Thursday, May 17, 2018 – KDL Spencer Branch – 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.”*

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BOARD OF TRUSTEES
Meeting Minutes

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

DATE: Thursday, March 15, 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, Calli Crow, Lindsey Dorfman, Sheri Glon, Randy Goble, Morgan Hanks, Julia Hawkins, Claire Horlings, Liz Knapp, Linda Krombeen, Missy Lancaster, Shaunna Martz, Jackie Olmstead, Laura Powers, Pat Rosloneic, Karen Small, David Specht, Kurt Stevens, Kai Tang, Vanessa Walstra, Lance Werner, Carrie Wilson, Heather Wood-Gramza, Paula Wright, Jennifer Zeilbeck

Guests Present: Bill Brinkman, Joanna Hogan, Dave Miller, Kevin Schulte, Barbara Vanderveen

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:31 p.m.

II. PLEDGE OF ALLEGIANCE

III. LIAISON REPRESENTATIVE COMMENTS – Bill Brinkman announced that Plainfield Township is pursuing legal action against Wolverine Worldwide, and they are seeking to make a safer public water system to eliminate all PFAs from the water.

IV. PUBLIC COMMENTS- Chair Weller called Barbara VanderVeen up to present a special surprise tribute to Director Werner on behalf of the Secretary of State, Ruth Johnson, for his recent Librarian of the Year award and his impact on and contributions to Michigan libraries. Ms. Vanderveen read a section of the tribute and commended Director Werner for his commitments to library science and libraries across the state. On behalf of the Secretary of State, Ms. Vanderveen stated that she joins with staff, library supporters, schools, patrons, businesses, and lawmakers in congratulating Lance Werner on this prestigious award.

Many of the branch managers and staff members exited the meeting after the tribute.

V. CONSENT AGENDA

- A. Approval of Agenda
- B. Approval of Minutes – February 15, 2018
- C. Request for Early Opening of the Krause Memorial Branch at 9:00 a.m. on Saturday, June 2, 2018 to accommodate the Reading Rocks in Rockford event.
- D. Request for Late Opening of the Krause Memorial Branch at 1:00 pm on Saturday, June 9, 2018 to accommodate the Start of Summer Parade.
- E. Request for Late Opening of the East Grand Rapids Branch at 11:00 a.m. on Saturday, June 23, 2018 to accommodate the Reed's Lake Run.

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

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VI. FINANCE REPORTS – February 2018

Ms. Powers thanked everyone for their patience with the Finance Department as they undergo many new transitions.

Ms. Powers pointed out that a \$6.9 million transfer in-transit at the end of February 2017 wasn't recorded in either cash balance at the end of the month and therefore the cash balance appeared to be up 63% this year. When the transfer is taken into consideration, the increase is approximately 11%, which is more in line with what is expected.

Revenues were at about 67% of the 2018 budget. Expenditures were at about 15% of the budgeted amount.

The Finance Department is on their third preliminary version of the December financials. Ms. Powers anticipates only one more preliminary version before 2017 can be finalized and completed. The preliminary net change in fund balances is about \$2.9 million.

The tax revenue received through the end of February is approximately \$1.4 million less than the same time period in the prior year. This difference is likely due to timing of deposits received.

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

Support: Supported by Mr. Cook.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted that there were no motion items under new or unfinished business at the March 8, 2018 Lakeland Library Cooperative Board meeting.

Marla Ehlers announced at the LLC meeting that contact was going on between GRPL and a possible candidate, and Ms. Bruursema confirmed that Grand Rapids Public Library hired a new director from Romeo District Library.

The LLC meeting was followed up by a presentation on cloudLibrary by Bibliotheca. KDL staff members Kurt Stevens, Michelle Boisvenue-Fox, and Carrie Wilson were also a part of the presentation to address any questions the LLC had about KDL's transition to the platform. The presentation was well-attended and well-received.

VIII. DIRECTOR'S REPORT – January 2018

Director Werner highlighted the following items:

- Director Werner announced Linda Krombeen's upcoming retirement and thanked her for securing grant funding for the Bookmobile and for leaving an incredible mark on KDL with her creation of Literary Libations and all of her work in the Fund Development capacity. Ms. Krombeen's last day is March 31.
- Director Werner invited Joanna Hogan and Claire Horlings up the podium. Ms. Hogan gave an update and introduced Ms. Horlings as the new interim Fund Development Manager and stated she will be working closely with Ms. Krombeen before she leaves, and will have support from Ms. Hogan as they determine the future of KDL's fund development department. Ms. Horlings will be working in the interim capacity for three months.
- Missy Lancaster was asked to give a building update on KDL's Service and Meeting Center. Last year, Ms. Lancaster had 3-4 roofers come out to assess the damages to the roof. All of the roofers concluded that the patches that have been done in the past were not the correct material, and they would only hold up for so long. To properly address the issue, the tin roof must be resealed or retrofitted. Ms. Lancaster has been in contact with an expert in the industry who helped the Flat

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River Library with their roofing issues. The roof has not been replaced since KDL purchased the building 20 years ago. A seal over the tin roof would prevent water from seeping in through the insulation. Ms. Lancaster will bring an Issue Analysis and a budget amendment resolution to the Board next month to utilize some of the money set aside in a reserve for these types of projects.

- Director Werner commented on some staffing changes: he offered congratulations to Jackie Olmstead for 42 years with KDL, announced Barb DeYoung's retirement, and said that Ruben Campos, Manager of Community Engagement, is now officially gone.
- Director Werner invited Ms. Boisvenue-Fox, Mr. Mortimore, and Mr. Stevens up to talk about their respective consulting projects.

The Board asked questions, mostly in regard to KDL's consulting work, and staff responded.

IX. OLD BUSINESS

A. KDL Policy Manual – Section 2: Circulation (second reading)

Motion: Bruursema moved to approve the policy manual changes to section 2 as revised.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

B. Issue Analysis: SirsiDynix System Administrator (second reading)

Motion: Ms. Bruursema moved to approve the SirsiDynix System Administrator as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried 4-3.

Since this Issue-Analysis passed on a 4-3 vote, Mr. Cook brought up that per Robert's Rules, there must be an opportunity for discussion upon a split vote. Some of the board members were concerned that the presented model is not the most cost-effective means of getting administrative support for SirsiDynix, and that it may limit an already slim candidate pool. In order to rationalize the high cost, the Board wanted to ensure that the advantages of an on-site person will outweigh the advantages of the cheaper option of employing a remote consultant who would come for an initial engagement and periodic check-ins. The Board discussed the importance of whether or not the candidate should have current affiliations with SirsiDynix.

Carrie Wilson explained the changes and the additions to the Issue Analysis that addressed the Board's questions and concerns at the previous Board meeting. Ms. Wilson pointed out that the Issue Analysis asks for the most expensive option in case that ends up being the option that KDL uses, but that KDL is actively seeking other ways to fulfill this role. KDL would rather present the full cost to the Board and end up spending less than present a viable cost option only to find that more money is needed down the road.

The Board questioned why SirsiDynix does not feel an obligation to fix the ILS issues staff struggles with, but the issues are more than occasional bugs and more about staff being fully educated on the platform's functionality. Ms. Wilson assured the Board that SirsiDynix is fulfilling their contract, but bringing an expert onsite would present an opportunity for a knowledge-transfer process and for KDL to focus efforts on improving user experience for both patrons and staff.

C. Resolution: First 2018 Budget Amendment

Roll-Call Vote

Motion: Ms. Bruursema moved to approve the first 2018 Budget Amendment as presented.

Support: Supported by Mr. Noreen.

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Mr. Cook – No

Mr. Erlewein- Yes

Mr. Noreen – Yes

Ms. Weller– Yes

Ms. Willson – No

Mr. Wilson – No

RESULT: Motion carried 4-3.

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X. NEW BUSINESS

A. Broadview Product Development Presentation

Broadview Product Development presented on the “Media Sanitizer” they are engineering for KDL. Dave Miller introduced himself as a product developer and Kevin Schulte, the Head of Sales. The media sanitizer prototype looks like a baking cart with shelves and heats up to 200 degrees, a temperature that was determined based on research and testing. The sanitizer will be located in the Service Center rather than one at each branch. The device would eradicate insects like bed bugs and odors like smoke and marijuana.

B. Issue Analysis: Proposal for Audit Services (first reading)

Laura Powers explained why she recommends Maner Costerisan as the firm for KDL’s future audits. KDL put out an RFP and received a total of five proposals back. Some firms were not selected due to minor mathematical errors, price, and proposed hours.

The Board would like, in part, to be involved in the interview process for the Audit Firm, so the Issue Analysis was tabled and will be revisited at the April meeting after the interview has been conducted.

C. Issue Analysis: 2017 Information Technology Projects (first reading)

Mr. Stevens explained that this motion would just approve the movement of the funds that were previously approved by the Board in the 2017 budget. Because the projects were not completed within the last fiscal year, the funds were not utilized and were rolled into the Fund Balance at the end of the year.

Mr. Stevens answered questions the Board had regarding the Issue Analysis.

Motion: Mr. Wilson moved to approve the 2017 Information Technology Projects issue analysis as presented.

Support: Supported by Mr. Cook

RESULT: Motion carried.

D. Resolution: Second 2018 Budget Amendment

Roll-Call Vote

Motion: Mr. Wilson moved to approve the first 2018 Budget Amendment as presented.

Support: Supported by Mr. Cook.

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Mr. Cook – Yes

Mr. Erlewein- Yes

Mr. Noreen – Yes

Ms. Weller– Yes

Ms. Willson – Yes

Mr. Wilson – Yes

RESULT: Motion carried 7-0.

XI. LIAISON REPRESENTATIVE COMMENTS – None.

XII. PUBLIC COMMENTS – None

XIII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema announced that she and Lance recently did a millage campaign workshops and gave an update on the millage campaigns she is participating in this year.

Mr. Cook: Mr. Cook thanked Linda and congratulated her on her retirement. Mr. Cook also announced that April will be his last Board meeting. He is moving out of the KDL service area.

Mr. Erlewein: Mr. Erlewein pointed out the World Affairs Council events in April, and thought that it seemed interesting.

Ms. Weller: Ms. Weller said that she has worked closely with Linda, being on Fund Board as well as the Board of Trustees, so she wanted to thank her and let her know she appreciates all that she has done.

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Mr. Wilson: Mr. Wilson congratulated Linda for her huge contribution to KDL by creating Literary Libations. Mr. Wilson said that there are a lot of events in the city, and that Literary Libations is truly one of the best.

XIV. MEETING DATES

Regular Meeting: Thursday, April 19, 2018 – KDL Service and Meeting Center – 4:30 p.m.

XV. ADJOURNMENT

Motion: Mr. Bruursema moved for adjournment at 6:52 p.m.

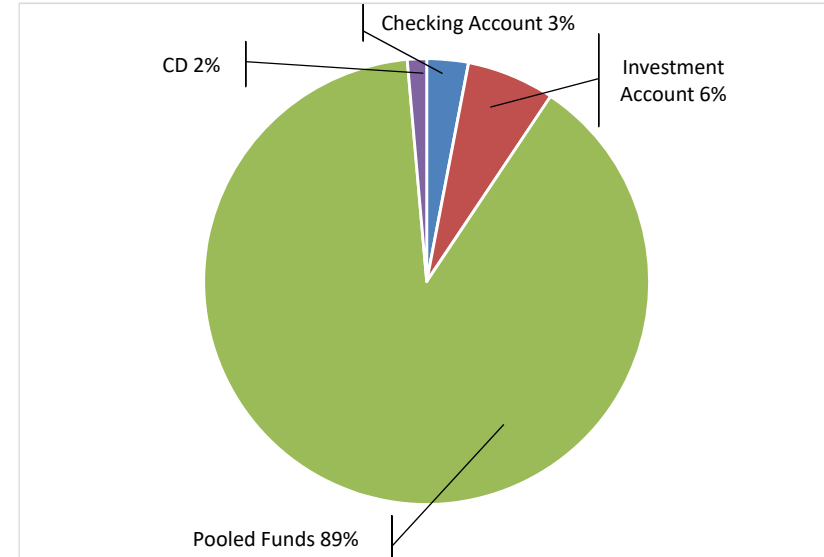
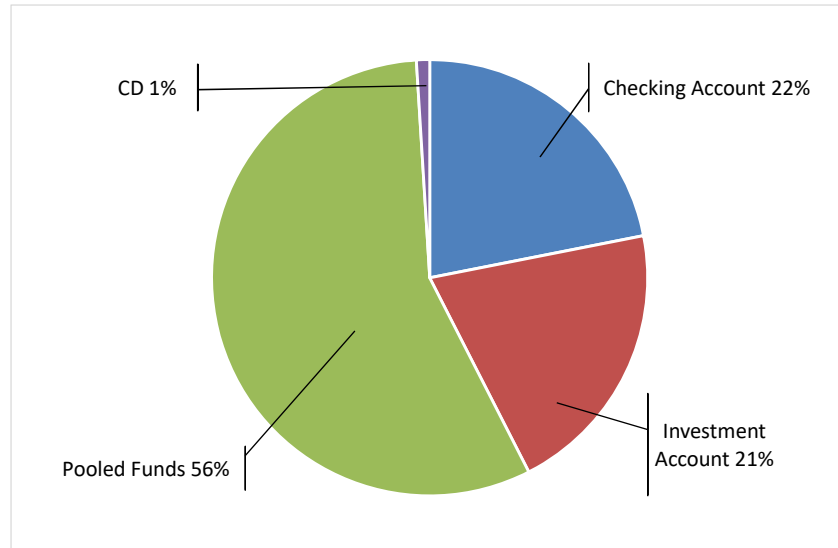
Support: Supported by Mr. Wilson.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

Monthly Cash Position Per Bank Month ended March 31



2018		
Account	Rate	Amount
Huntington Checking Account	0.166%	\$5,924,270.55
Huntington Investment Account	0.300%	\$5,566,999.88
*Kent County Pooled Funds	0.956%	\$15,300,548.38
First National Bank	1.240%	\$261,028.00
		<u>\$27,052,846.81</u>

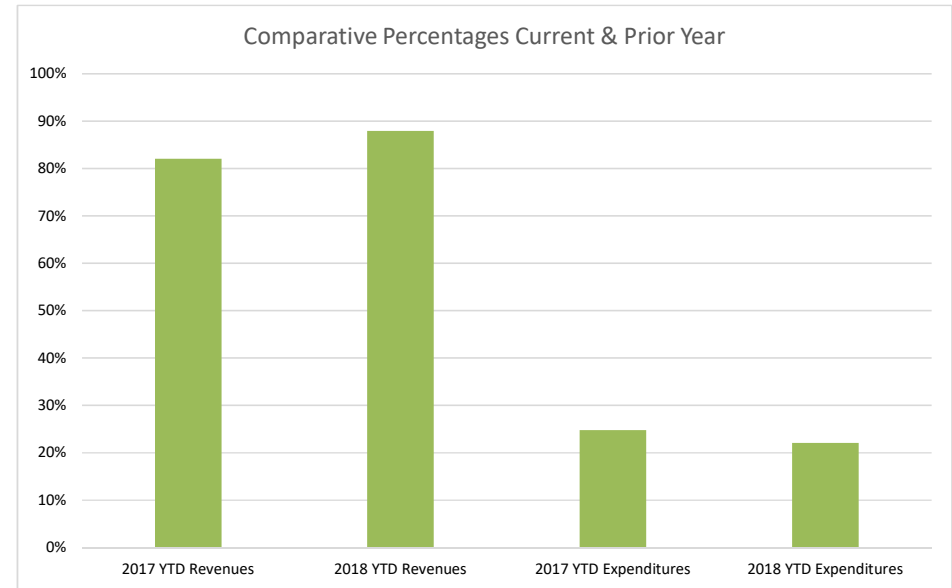
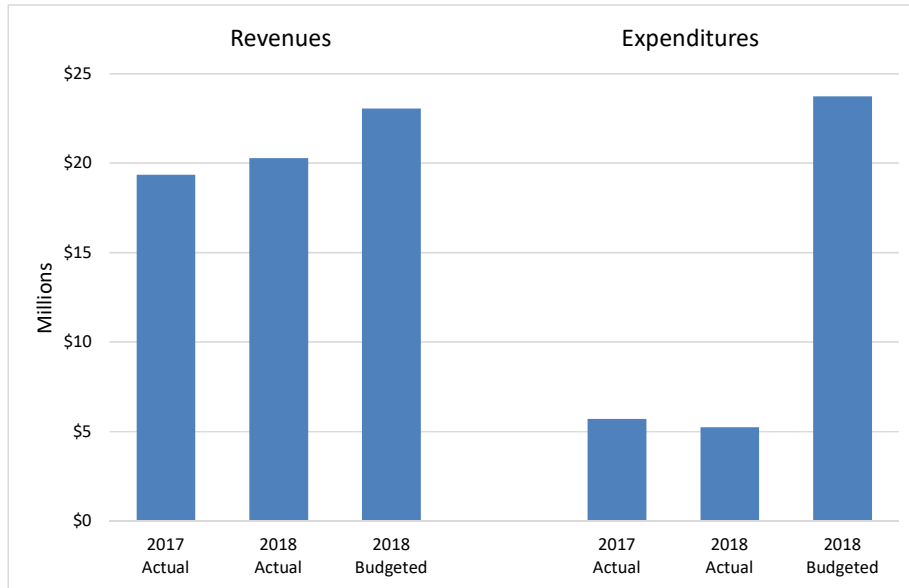
2017		
Account	Rate	Amount
Huntington Checking Account	0.150%	\$560,625.62
Huntington Investment Account	0.300%	\$1,179,458.90
*Kent County Pooled Funds	0.845%	\$16,543,370.16 **
First National Bank	1.045%	\$255,973.16
		<u>\$18,539,427.84</u>

* Includes Trust Pooled fund balances

** \$3,200,000 Transfer in Transit is not included

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

Monthly Revenues and Expenditures Month ended March 31



Budget to Actual with Prior Year Comparison

Revenues

2017 Actual	\$	19,368,441
2018 Actual	\$	20,292,241
2018 Budgeted	\$	23,074,500

Expenditures

2017 Actual	\$	5,715,084
2018 Actual	\$	5,246,543
2018 Budgeted	\$	23,749,500

Comparative Percentages Current & Prior Year

Account

Amount

2017 YTD Revenues	82.1%
2018 YTD Revenues	87.9%
2017 YTD Expenditures	24.8%
2018 YTD Expenditures	22.1%

Kent District Library
Board Budget to Actual
101 - General Fund
From 1/1/2018 Through 3/31/2018
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Taxes	20,134,512	21,261,500	(1,126,988)	(5)%
Licenses and Permits	490	2,500	(2,010)	(80)%
State Grants	22,061	610,000	(587,939)	(96)%
Contributions from Local Units	0	479,000	(479,000)	(100)%
Charges for Services	26,742	50,000	(23,258)	(47)%
Fines and Forfeitures	47,679	75,000	(27,321)	(36)%
Investment Income and Rentals	43,744	83,500	(39,756)	(48)%
Other Revenue	17,013	463,000	(445,987)	(96)%
Other Financing Sources	0	50,000	(50,000)	(100)%
Total Revenues	20,292,241	23,074,500	(2,782,259)	(12)%
Expenditures				
Personal Services	3,156,999	14,215,459	11,058,460	78 %
Supplies	697,295	2,351,675	1,654,380	70 %
Other Services and Charges	875,589	4,060,711	3,185,122	78 %
Capital Outlay	516,661	3,096,655	2,579,995	83 %
Other Financing Uses	0	25,000	25,000	100 %
Total Expenditures	5,246,543	23,749,500	18,502,957	78 %
Excess Revenue Over (Under) Expenditures	15,045,698	(675,000)	15,720,697	(2,329)%

Kent District Library
Board Budget to Actual
245 - Business Consulting Special Revenue Fund
From 1/1/2018 Through 3/31/2018
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Charges for Services	3,000	100,000	(97,000)	(97)%
Other Revenue	0	1,000	(1,000)	(100)%
Total Revenues	3,000	101,000	(98,000)	(97)%
Expenditures				
Personal Services	876	60,000	59,124	99 %
Supplies	0	2,250	2,250	100 %
Other Services and Charges	6,331	12,750	6,419	50 %
Total Expenditures	7,207	75,000	67,794	90 %
Excess Revenue Over (Under) Expenditures	(4,207)	26,000	(30,207)	(116)%

Kent District Library
Board Budget to Actual
271 - Fund Development Special Revenue Fund
From 1/1/2018 Through 3/31/2018
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Charges for Services	0	32,005	(32,005)	(100)%
Other Revenue	23,280	93,500	(70,220)	(75)%
Other Financing Sources	0	25,000	(25,000)	(100)%
Total Revenues	23,280	150,505	(127,225)	(85)%
Expenditures				
Personal Services	16,235	90,601	74,366	82 %
Supplies	2	9,900	9,898	100 %
Other Services and Charges	2,625	49,845	47,220	95 %
Total Expenditures	18,862	150,346	131,484	87 %
Excess Revenue Over (Under) Expenditures	4,417	159	4,258	2,678 %

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

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	YTD Ending March 31, 2017	YTD Ending March 31, 2018	Total Variance
Revenues			
Taxes	19,091,502	20,134,512	1,043,010
Licenses and Permits	0	490	490
State Grants	20,677	22,061	1,384
Charges for Services	33,757	26,742	(7,015)
Fines and Forfeitures	43,591	47,679	4,087
Investment Income and Rentals	18,705	43,744	25,039
Other Revenue	160,209	17,013	(143,196)
Total Revenues	19,368,441	20,292,241	923,799
Expenditures			
Personal Services	3,198,421	3,156,999	(41,422)
Supplies	790,789	697,295	(93,494)
Other Services and Charges	1,228,886	875,589	(353,298)
Capital Outlay	496,988	516,661	19,673
Total Expenditures	5,715,084	5,246,543	(468,541)
Excess Revenue Over (Under) Expenditures	13,653,358	15,045,698	1,392,340

Kent District Library
Board Budget to Actual
101 - General Fund
From 3/1/2018 Through 3/31/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Taxes					
4402 Current property taxes	4,697,548	19,978,428	21,075,000	(1,096,572)	(5)%
4412 Delinquent personal property taxes	1,276	3,507	12,000	(8,493)	(71)%
4432 DNR - PILT	5,805	6,392	9,500	(3,108)	(33)%
4437 Industrial facilities taxes	132,500	146,185	165,000	(18,815)	(11)%
Total Taxes	4,837,128	20,134,512	21,261,500	(1,126,988)	(5)%
Licenses and Permits					
4478 Licenses and fees	0	490	0	490	0 %
4668 Royalties	0	0	2,500	(2,500)	(100)%
Total Licenses and Permits	0	490	2,500	(2,010)	(80)%
State Grants					
4540 State Aid	0	1,524	300,000	(298,476)	(99)%
4541 State aid - LBPH	20,537	20,537	0	20,537	0 %
4548 Renaissance Zone reimbursement	0	0	60,000	(60,000)	(100)%
4549 Personal Property tax reimbursement	0	0	250,000	(250,000)	(100)%
Total State Grants	20,537	22,061	610,000	(587,939)	(96)%
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	11,589	26,742	50,000	(23,258)	(47)%
Total Charges for Services	11,589	26,742	50,000	(23,258)	(47)%
Fines and Forfeitures					
4658 Overdue fines	18,673	47,679	75,000	(27,321)	(36)%
Total Fines and Forfeitures	18,673	47,679	75,000	(27,321)	(36)%
Investment Income and Rentals					
4665 Interest earned on deposits and investments	15,225	40,126	75,000	(34,874)	(46)%
4666 Interest Earned - Property Taxes	226	398	1,000	(602)	(60)%
4667 Building rental	2,249	3,220	7,500	(4,280)	(57)%
Total Investment Income and Rentals	17,699	43,744	83,500	(39,756)	(48)%
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	774	899	0	899	0 %
4674 Donations	457	1,940	50,000	(48,060)	(96)%
4676 Reimbursement of expenditures	2,068	4,489	0	4,489	0 %
4685 Materials replacement charges	1,747	9,053	25,000	(15,947)	(64)%
4686 Sale of assets	35	35	0	35	0 %
4688 Miscellaneous	127	596	3,000	(2,404)	(80)%
Total Other Revenue	5,207	17,013	463,000	(445,987)	(96)%
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	4,910,834	20,292,241	23,074,500	(2,782,259)	(12)%

Expenditures

Kent District Library
Board Budget to Actual
101 - General Fund
From 3/1/2018 Through 3/31/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Personal Services					
5700 Board Stipend	240	690	3,360	2,670	79 %
5701 Administrator wages	80,382	964,046	849,839	(114,207)	(13)%
5702 Managers wages	147,163	260,876	2,137,350	1,876,473	88 %
5703 Support Staff wages	328,103	577,472	4,237,588	3,660,116	86 %
5704 Operations	260,831	453,727	3,280,529	2,826,801	86 %
5705 Interns	0	0	77,587	77,587	100 %
5706 Extra duty stipends	0	0	20,000	20,000	100 %
5708 Subs	14,713	24,573	247,000	222,427	90 %
5709 FICA	61,170	167,495	830,292	662,797	80 %
5716 Defined Benefit Pension Plan Expenditures	7,586	20,834	108,267	87,433	81 %
5717 Defined Contribution Pension Plan Contributions	15,008	40,995	436,439	395,444	91 %
5718 Employee Health Benefits	102,102	299,263	1,356,514	1,057,251	78 %
5719 Part-time Employee Health Benefits	55	105	220,000	219,895	100 %
5720 HSA/Flex	1,333	329,972	336,000	6,028	2 %
5723 Retiree Health Care OPEB	0	1,041	1,500	459	31 %
5724 Life Insurance	1,950	7,855	25,190	17,335	69 %
5725 Additional Life Insurance	0	2,745	14,100	11,355	81 %
5726 Housing Allowance	0	0	12,000	12,000	100 %
5727 Gradifi Student Loan Assistance	1,100	3,250	15,750	12,500	79 %
5728 YMCA Membership Support	80	260	1,800	1,540	86 %
5730 Other Employee Benefits	1,800	1,800	4,355	2,555	59 %
Total Personal Services	1,023,618	3,156,999	14,215,459	11,058,460	78 %
Supplies					
5750 Processing Supplies	11,170	27,729	169,700	141,971	84 %
5751 Office Supplies	3,038	12,178	45,810	33,632	73 %
5752 Paper	(765)	6,503	19,095	12,592	66 %
5753 AV Supplies	1,158	3,011	17,000	13,989	82 %
5754 Disposable Technology <\$1000	5,143	9,858	236,145	226,287	96 %
5755 Maintenance Supplies - Custodial	14	2,962	5,160	2,198	43 %
5756 Water Cooler	862	3,081	2,300	(781)	(34)%
5757 Meeting Center Supplies	54	166	3,000	2,834	94 %
5759 Gas, Oil, Grease	88	218	3,500	3,282	94 %
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	200	852	4,000	3,148	79 %
5768 Promotions Supplies	0	4,392	37,020	32,628	88 %
5769 Service Awards	58	658	4,200	3,542	84 %
5770 Other Awards/Prizes	28,074	48,471	84,550	36,079	43 %
5771 Beverages	0	93	0	(93)	0 %
5785 Cloud Library	0	235,000	937,680	702,680	75 %
5786 Hoopla	0	50,000	182,000	132,000	73 %
5787 Digital Collection	0	0	109,546	109,546	100 %
5788 Miscellaneous Electronic Access	19,700	212,597	181,108	(31,489)	(17)%
5790 Books (not for circulation)	553	553	0	(553)	0 %
5791 Subscriptions	0	0	68,615	68,615	100 %
5792 Software Subscription	11,310	59,365	86,881	27,516	32 %

Kent District Library
Board Budget to Actual
101 - General Fund
From 3/1/2018 Through 3/31/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5794	Outreach Supplies	770	1,041	15,085	14,044	93 %
5795	Programming Supplies	5,498	9,699	40,570	30,871	76 %
5796	Youth Programming Supplies	705	3,180	42,600	39,420	93 %
5797	Teen Programming Supplies	187	2,039	8,770	6,731	77 %
5798	Adult Programming Supplies	527	1,724	5,900	4,176	71 %
5799	Miscellaneous Supplies	1,151	1,923	35,440	33,517	95 %
	Total Supplies	89,497	697,295	2,351,675	1,654,380	70 %
	Other Services and Charges					
5801	Professional Services	100	100	20,000	19,900	100 %
5802	Public Relations Consultant	622	840	10,000	9,160	92 %
5803	IT Consultant - Consulting Svcs.	0	0	8,400	8,400	100 %
5804	Other Consultants	0	2,250	20,000	17,750	89 %
5805	Audit Services	0	2,500	31,500	29,000	92 %
5806	Legal Services	1,311	5,802	16,500	10,698	65 %
5808	ILS Consultant	0	0	200,000	200,000	100 %
5811	IT Contracted Services	20,622	22,941	113,400	90,459	80 %
5812	HR Contracted Services	23	639	2,000	1,361	68 %
5813	Delivery Services	9,640	25,610	130,000	104,390	80 %
5814	Security Services	6,632	9,475	43,400	33,925	78 %
5815	KDL Cruisers	0	10,000	30,000	20,000	67 %
5816	Employment Recruiter	0	0	5,000	5,000	100 %
5817	Lakeland Library Co-op services	0	984	4,500	3,516	78 %
5818	Shredding services	0	65	1,050	985	94 %
5819	Drug Screenings/background checks	356	641	3,500	2,859	82 %
5820	Other Professional Services	825	825	7,000	6,175	88 %
5822	Maintenance Contracts	0	0	4,300	4,300	100 %
5823	Inspection Services	912	912	1,500	588	39 %
5827	Catering	39	39	4,250	4,211	99 %
5829	Custodial/cleaning services	430	1,290	18,810	17,520	93 %
5830	Other Contracted Services	9,180	16,630	48,400	31,771	66 %
5834	Wellness Services	0	0	5,000	5,000	100 %
5835	Team KDL Services	0	125	10,000	9,875	99 %
5848	Mobile Hotspots	17,343	17,343	81,625	64,282	79 %
5849	Cell Phones/ Stipends	10,568	12,528	32,940	20,412	62 %
5850	Telephones	4,921	12,917	77,111	64,194	83 %
5851	Mail/Postage	357	867	8,305	7,438	90 %
5852	Internet/Telecomm Services	54,791	166,677	672,500	505,823	75 %
5860	Parking	133	133	1,490	1,358	91 %
5861	Mileage Reimbursement	3,600	7,930	46,457	38,527	83 %
5865	Programming Services	1,075	6,670	24,380	17,710	73 %
5866	Youth Programming Services	0	0	250	250	100 %
5867	Teen Programming Services	0	450	370	(80)	(22)%
5868	Adult Programming Services	0	1,660	6,500	4,840	74 %
5873	Website	16,154	19,566	118,845	99,279	84 %
5874	Employment Advertising	140	140	1,500	1,360	91 %
5875	System Advertising - Print	5,000	9,761	55,000	45,239	82 %
5876	System Advertising - Radio	0	0	5,000	5,000	100 %
5877	System Advertising - TV	807	1,330	20,000	18,671	93 %
5878	System Advertising - Social Media	58	58	14,000	13,942	100 %

Kent District Library
Board Budget to Actual
101 - General Fund
From 3/1/2018 Through 3/31/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5884	Photography	0	1,622	6,700	5,078	76 %
5885	Speakers/Performers	4,805	8,840	116,830	107,990	92 %
5890	ILS Fees	0	3,630	237,200	233,570	98 %
5891	Licenses and Fees	0	0	7,900	7,900	100 %
5892	Software Licenses	7,873	19,110	239,430	220,320	92 %
5893	Marc Records License	0	0	7,500	7,500	100 %
5900	Printing and Publishing	1,622	5,502	37,677	32,175	85 %
5901	Printing and Publishing - Kaleidoscope	0	0	15,000	15,000	100 %
5906	Promotions/Marketing	(50)	340	9,590	9,250	96 %
5907	Sponsorships/Donations	0	0	2,000	2,000	100 %
5910	Professional Development	4,634	24,192	102,795	78,603	76 %
5911	Conferences	8,773	17,621	62,005	44,384	72 %
5912	Meetings	576	1,105	13,250	12,145	92 %
5913	Travel/Lodging	10,145	23,529	125,410	101,881	81 %
5915	Memberships	885	5,796	41,723	35,927	86 %
5916	Dues and Fees	321	1,846	6,540	4,694	72 %
5918	Water/Sewer	0	3,600	3,500	(100)	(3)%
5919	Waste Disposal	307	1,134	7,200	6,066	84 %
5920	Electric	4,679	14,030	68,000	53,970	79 %
5921	Natural Gas	1,773	5,426	7,500	2,074	28 %
5925	Snowplowing	2,895	14,205	8,115	(6,090)	(75)%
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	3,911	39,500	35,589	90 %
5931	Equipment Repair and Maintenance	113	1,261	219,240	217,979	99 %
5932	Vehicle Repairs and Maintenance	500	510	4,070	3,560	87 %
5933	Software & IT Hardware Maintenance Agreements	0	206,614	28,540	(178,074)	(624)%
5935	Property Liability Insurance	0	55,532	57,200	1,668	3 %
5936	Vehicle Liability Insurance	0	4,116	0	(4,116)	0 %
5937	Flood Insurance	0	0	5,800	5,800	100 %
5938	Bond Insurance	0	8,954	10,960	2,006	18 %
5939	Workers Compensation Insurance	0	38,201	27,000	(11,201)	(41)%
5940	Rentals	0	1,959	13,055	11,096	85 %
5941	Printer/Copier Leases	7,328	21,073	64,445	43,372	67 %
5950	Airport Free Library	0	0	4,800	4,800	100 %
5955	Miscellaneous	2,450	3,519	14,070	10,551	75 %
5956	Other Benefits Administration Fees	317	1,024	300	(724)	(241)%
5957	Pension Administration Fees	0	0	3,000	3,000	100 %
5958	Payroll processing fees	2,276	14,265	55,000	40,735	74 %
5960	Banking Fees	703	3,130	7,500	4,370	58 %
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	74	292	1,000	708	71 %
	Total Other Services and Charges	228,635	875,589	4,060,711	3,185,122	78 %
	Capital Outlay					
5971	Land	0	50	0	(50)	0 %
5974	Land Improvements - Depreciable	0	18,000	18,000	0	0 %

Kent District Library
Board Budget to Actual
101 - General Fund
From 3/1/2018 Through 3/31/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5975	Building Improvements - Non-Depreciable	0	190	8,200	8,010	98 %
5976	Building Improvements - Depreciable	0	2,000	79,000	77,000	97 %
5977	Technology - Non-Depreciable (\$1000-4999)	6,228	16,100	330,509	314,409	95 %
5978	Technology - Depreciable (5,000+)	0	0	533,025	533,025	100 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	2,229	37,955	120,742	82,787	69 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	3,761	120,800	117,039	97 %
5982	Collection Materials - Depreciable	128,735	307,956	1,207,055	899,099	74 %
5983	CD/DVD Collection Materials - Non-Depreciable	54,818	130,088	613,550	483,462	79 %
5984	Beyond Books Collection - Non-Depreciable	238	562	65,775	65,213	99 %
	Total Capital Outlay	192,247	516,661	3,096,655	2,579,995	83 %
	Other Financing Uses					
5995	Transfers Out	0	0	25,000	25,000	100 %
	Total Other Financing Uses	0	0	25,000	25,000	100 %
	Total Expenditures	1,533,997	5,246,543	23,749,500	18,502,957	78 %
	Excess Revenue Over (Under) Expenditures	3,376,837	15,045,698	(675,000)	15,720,697	(2,329)%

Kent District Library
Check/Voucher Register - Check Register
From 3/1/2018 Through 3/31/2018

Check Number	Vendor Name	Check Amount	Check Date
73847	Rnl Graphics Solutions Llc	10,780.00	3/2/2018
73848	Debbie TenBrink	250.00	3/15/2018
73849	Ellie Kladder	100.00	3/15/2018
73850	Jenny Jaramillo	250.00	3/15/2018
73851	Kaylee Hellman	250.00	3/15/2018
73852	Marie Zelaya	100.00	3/15/2018
73853	Nancy Barr	100.00	3/15/2018
73854	Nora Winter	250.00	3/15/2018
73855	Randall Andrews	250.00	3/15/2018
73856	Sabrina Salazar	250.00	3/15/2018
73857	Selah Preston	250.00	3/15/2018
73858	Selene Lacayo	100.00	3/15/2018
73859	Vanessa Olsen	250.00	3/15/2018
73877	Baker & Taylor	64,230.81	3/15/2018
73885	Ingram Library Services Llc	24,249.29	3/16/2018
73888	Absopure Water Company	952.75	3/16/2018
73889	Beene Garter LLP	2,500.00	3/16/2018
73890	Blackstone Audio Inc	2,206.51	3/16/2018
73891	Broadview Product Development	3,761.25	3/16/2018
73892	Calvin Christian High School	300.00	3/16/2018
73893	Cdw Government, Inc.	1,820.00	3/16/2018
73894	Cedar Springs Rotary	36.00	3/16/2018
73895	Center Point Publishing	367.92	3/16/2018
73896	David Cope	150.00	3/16/2018
73897	Dearreader.Com	875.00	3/16/2018
73898	Edc Educational Services	3,782.62	3/16/2018
73899	Elm Usa	990.00	3/16/2018
73900	Federal Armored Truck, Inc	119.33	3/16/2018
73901	Findaway World, Llc	821.42	3/16/2018
73902	Fiona Dickinson	700.00	3/16/2018
73904	Gale/Cengage Learning	2,093.83	3/16/2018
73905	Gordon Water Systems	3,600.00	3/16/2018
73906	Hannah Lewis	53.11	3/16/2018
73907	Holland Litho Printing Services	1,585.23	3/16/2018
73908	James White Library	220.00	3/16/2018
73909	Janway Company Usa, Inc.	823.50	3/16/2018
73910	Jim C. Hines	500.00	3/16/2018
73911	Joshua Dunigan	600.00	3/16/2018
73912	Kiwanis Club Of Caledonia	80.00	3/16/2018
73913	Lakeland Library Cooperative	10.00	3/16/2018
73914	Library Ideas, Llc	560.00	3/16/2018
73915	Linkedin Corporation	20,000.00	3/16/2018
73916	Marcel Price / Fable The Poet	475.00	3/16/2018
73920	Midwest Tape	10,301.32	3/16/2018
73921	Penguin Random House, Llc.	712.50	3/16/2018
73922	Pittsford Public Library	38.00	3/16/2018
73923	RECORDED BOOKS, INC	32,891.51	3/16/2018
73924	Rnl Graphics Solutions Llc	1,278.95	3/16/2018
73925	Same Day Delivery, Inc	7,230.00	3/16/2018
73926	Showcases	469.80	3/16/2018
73927	Superior Glass Company, Inc	385.00	3/16/2018
73928	Systems Technology Group	9,000.00	3/16/2018

Kent District Library
Check/Voucher Register - Check Register
From 3/1/2018 Through 3/31/2018

Check Number	Vendor Name	Check Amount	Check Date
73929	The Executive Committee, INC	11,300.00	3/16/2018
73930	Ter Horst & Rinzema	2,000.00	3/16/2018
73931	Thomson Reuters- West Publishing Corp.	148.00	3/16/2018
73932	Troost Service Company	110.00	3/16/2018
73933	Value Line Publishing Llc	19,700.00	3/16/2018
73934	Walker Chamber Of Commerce	175.00	3/16/2018
73935	Watson's	9,069.47	3/16/2018
73936	West Michigan Office Interiors	11,785.00	3/16/2018
73953	Baker & Taylor	64,230.81	3/16/2018
73954	Absopure Water Company	248.95	3/27/2018
73955	All Season Lawn Care	2,895.00	3/27/2018
73956	Angie Gurley	26.99	3/27/2018
73957	Baker & Taylor	74.20	3/27/2018
73958	Betsey Tinkham	43.75	3/27/2018
73960	Brenda Schroeder	200.00	3/27/2018
73961	Caledonia Chamber Of Commerce	100.00	3/27/2018
73962	Central Elementary - Grandville Public Schools	50.00	3/27/2018
73963	Central Michigan Paper	924.00	3/27/2018
73964	Chelsea McCoy	13.50	3/27/2018
73965	Comcast Cable	124.90	3/27/2018
73966	Dk Security	395.50	3/27/2018
73967	Eden Cooper	14.99	3/27/2018
73968	Engaged Patrons	1,595.00	3/27/2018
73969	Foster, Swift, Collins & Smith, P.C.	1,311.00	3/27/2018
73970	Gary Nelson	34.99	3/27/2018
73971	Ghost Pony Press	37.29	3/27/2018
73972	Grainger	51.32	3/27/2018
73973	Grand Rapids Building Services	430.00	3/27/2018
73974	Grandville Middle School	50.00	3/27/2018
73975	Greatamerica Financial Svcs.	5,035.92	3/27/2018
73976	Green Thistle Farm	1,500.00	3/27/2018
73977	Hannah Lewis	13.77	3/27/2018
73978	Holly Goulet	50.00	3/27/2018
73979	Hunter Hudson	26.99	3/27/2018
73980	Jackson District Library	24.95	3/27/2018
73981	James Malcolm	600.00	3/27/2018
73982	Jeanie B Music LLC	600.00	3/27/2018
73983	KDL Kentwood Branch	26.44	3/27/2018
73984	Lance Werner	1,500.00	3/27/2018
73985	Lasers Resource	448.44	3/27/2018
73986	Andrew Mateskon - Legacy Polycultures	250.00	3/27/2018
73987	Lewis Paper	744.62	3/27/2018
73988	Linda Nemec Foster	350.00	3/27/2018
73989	Lynn Goldberg	42.45	3/27/2018
73990	Lynn Porter	400.00	3/27/2018
73991	Michigan Office Solutions (Mos)	2,292.48	3/27/2018
73992	Nationwide	318.48	3/27/2018
73993	Open Systems Technologies	20,647.50	3/27/2018
73994	Portage District Library	13.79	3/27/2018
73995	Proscreening	355.50	3/27/2018
73996	Rachel Gleason	475.00	3/27/2018
73997	Refugee Education Center	75.00	3/27/2018

Kent District Library
Check/Voucher Register - Check Register
From 3/1/2018 Through 3/31/2018

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
73998	Same Day Delivery, Inc	6,266.00	3/27/2018
73999	Sarah Eggerchs	24.98	3/27/2018
74000	Showcases	1,307.34	3/27/2018
74001	South Haven Memorial Library	12.99	3/27/2018
74002	Tasc	96.52	3/27/2018
74003	The Bugle	15.00	3/27/2018
74004	The Piano Cottage, LLC	100.00	3/27/2018
74005	Thomas J Heurth	27.95	3/27/2018
74006	Tracey Westphal	150.00	3/27/2018
74007	Walgreen Co	55.00	3/27/2018
74008	Wendy Batchelder	880.00	3/27/2018
74010	Bibliotheca, Llc	<u>108,716.45</u>	3/27/2018
Report Total		<u><u>494,533.87</u></u>	

KENT DISTRICT LIBRARY

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

For the period ended December 31, 2017

*Preliminary - Version 4

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
Revenues				
Taxes	\$ 20,503,733	\$ 20,503,733	\$ 20,556,739	\$ 53,006
State sources	357,514	1,157,514	1,182,712	25,198
Charges for services	141,000	131,000	135,731	4,731
Fines and forfeitures	450,000	900,000	939,929	39,929
Interest and rentals	57,470	57,470	150,869	93,399
Other revenue	836,446	836,446	1,147,749	311,303
Total Revenues	<u>22,346,163</u>	<u>23,586,163</u>	<u>24,113,728.93</u>	<u>527,566</u>
Expenditures				
Current:				
Recreation and cultural:				
Library:				
Personnel services	\$ 13,513,200	\$ 13,513,200	\$ 12,893,610	\$ 619,590
Supplies	377,657	377,748	260,059	117,689
Other services and charges	5,729,641	6,194,550	5,713,758	480,792
Capital outlay	2,725,665	2,725,665	2,136,534	589,131
Other financing uses	-	208,000	208,000	-
Total Expenditures	<u>22,346,163</u>	<u>23,019,163</u>	<u>21,211,961.63</u>	<u>1,807,201</u>
Net Change in Fund Balances	<u>-</u>	<u>567,000</u>	<u>2,901,767</u>	<u>2,334,767</u>
Fund Balances, Beginning of Year	<u>7,979,402</u>	<u>7,979,402</u>	<u>7,979,402</u>	<u>-</u>
Fund Balances, End of Period	<u>\$ 7,979,402</u>	<u>\$ 8,546,402</u>	<u>\$ 10,881,169</u>	<u>\$ 2,334,767</u>

LAKELAND LIBRARY COOPERATIVE
Board Meeting
Kent District Library Service Center
March 8, 2018
Unofficial

MINUTES

Board Present: Shirley Bruursema, Marla Ehlers, Martha Ferriby, Teresa Kline, Diane Kooiker, Molly Walker

Board Absent: Sharon Engelsman, Kelly Richards, Lance Werner

Call to order The meeting was called to order at 9:31 a.m. by President Kline. The roll-call sign-up sheet was circulated.

Agenda Motion by Walker to approve the agenda. Seconded by Kooiker. Motion carried.

Questions From Members with Board President/Cooperative Director Answers
 There were no questions submitted before the meeting.

Public Comment Mattie Cook introduced Jennifer Salgat, new director at the Lake Odessa Community Library.

Minutes

-- *February 8, 2018 Minutes*

Motion by Ehlers to approve the minutes of the February 8, 2018 meeting.
 Seconded by Walker. Motion carried.

Financial Report

-- *February Balance Sheet*

-- *January Investment Report*

There were no questions about the financial reports. The reports were received and filed.

Cooperative Director's Report

-- *Written Report* There were no questions about the written report. Carol reported that she is hoping to visit all member libraries in the next few weeks. She is working on scheduling those visits.

-- *Strategic Plan Action Report*

The Board members explained items in the plan that were not clear, giving Carol some background information on the items related to continuing education.

Committee Reports

- Finance Committee*: Unofficial minutes of the February 20, 2018 meeting were included in the packet
- Personnel Committee*: None
- PPS Committee*: None
- Advisory Council*: None
- ILS Council*: Unofficial minutes from the February 8, 2018 meeting were included in the packet.

Unfinished Business

New Business

Bank Signatures: Flagstar Bank

Motion by Bruursema to approve the Public Unit Master Signature Authorization Agreement for Flagstar Bank. Seconded by Ehlers. Motion carried.

Board Development

April Board Development Topic: Molly Walker

May Board Development Topic: Marla Ehlers will discuss Cultural Intelligence

Staff members from Kent District Library (Kurt Stevens, Michele Boisvenu-Fox, Carrie Wilson and members from KDL's IT staff) and representatives from Bibliotheca (Dustin Lamm and Brett Ward) conducted a demonstration of KDL's new ebook platform, Bibliotheca cloudLibrary. They also offered demos on Bibliotheca's self-checkout systems. KDL switched from Overdrive to cloudLibrary in December 2017. They migrated 108,000 Overdrive titles to the cloudLibrary. At the same time, they activated the cloudLink capability which enables them to share their ebook collection with other libraries. East Lansing Public Library is their first partner. Eventually, they are hoping to have more Michigan libraries bring content to cloudLibrary and use cloudLink to share among participants. There are several Michigan libraries looking at bringing their Overdrive Advantage collections into cloudLibrary. The product was developed by 3M and is used in many states across the country. Bibliotheca assumed ownership when they purchased 3M. The product was formerly called the 3M Cloud Library. KDL staff members talked about their experience with the switch from Overdrive to cloudLibrary. Overall, they reported a smooth transition. Kindle (except Fire devices) e-readers are not compatible with cloudLibrary currently. CloudLibrary also features a collection of 43,000 titles that are part of an optional pay per use model. The cloudLink service is also an optional feature which is separate from the standard cloudLibrary platform. KDL is using both cloudLink and the pay per use options. Dustin Lamm also discussed integration of cloudLibrary with the Bibliotheca self-checkout workstations. Information packets were distributed to the group for information.

Public Comment

Pamela Myers reminded everyone of the upcoming Continuing Education events. Teen Unconference will be held at Herrick District Library on April 9, 2018. The next Coffee, Conversation, and Connections session will be on May 3, 2018. The topic will be Management and Administration. Lakeland director, Carol Dawe will be the featured speaker.

Kelly Tinkham reported that the Newaygo Area District Library has begun a strategic planning process. They just released a community survey.

Board Comments

Diane Kooiker reported the Herrick District Library has launched their new seed library. Author, Jason Reynolds will speak at Herrick on March 26.

Shirley Bruursema reported that there were 75 people in attendance at the recent millage workshop held in Flint. Friday March 9 is the Trustee training workshop in Southfield. She reported that there are 66 people registered. The workshop will be repeated at Delta District Library near Lansing this fall. Parts of the workshop will also be repeated at the upcoming Rural Libraries Conference in Traverse City. It is time to renew your FOMA memberships.

Marla Ehlers reported they along with KDL and the Literacy Council have formed a partnership to work on the third-grade reading mandate. They are working with educators and others to develop resources and promote the use of public libraries. They are anticipating finalizing the contract with the next director of the Grand Rapids Public Library soon. When that contract is set, there will be a public announcement.

Adjournment

The meeting was adjourned at 11:39 a.m.

The next meeting will be held on Thursday, April 12, 2018 at 9:30 a.m. at the Kent District Library Service Center.

Minutes submitted by,

Sheryl VanderWagen
ILS Manager

BRANCH UPDATES

Alto

At Alto, staff comes together to do circulation functions. The majority of it, however is done by Deb Schultz, Librarian Assistant, and Cathy Gutowski, Circulation Assistant. Since all are involved, one of the important functions of circulation is to make sure that all stay up to date with the Communication Plans, meeting minutes, etc., that deal with changes and updates so they can carry out their job duties while providing excellent customer service.

While traditional tasks, like checking items in and out, are being done, other interactions take place. Staff recommend books, carry on conversations, and get to know regular and new patrons all while completing daily duties. The desk at Alto is the main hub in the branch and it allows staff to interact with patrons and promote library services.

Another major circulation function is handling the various reports. Cathy and Deb do shelf reading as they shelve materials, and this makes doing the monthly shelf status reports easier and more efficient. By handling these on a regular, frequent basis, the reports tend to be rather short. For example, the Missing Report never exceeds 1 ½ pages.

Other duties of the staff are:

- Creating and maintaining the adult displays
- Selecting the titles and leading the bi-monthly book discussions (done by Deb)
- Straightening and cleaning KDLville daily
- Processing magazines
- Assisting patrons with computer
- Assisting patrons in using the digital collection

The circulation staff is the face to the local community, and at Alto, they are excellent ambassadors to the public.

Byron

The circulation team at KDL's Byron Township branch consists of five part-time staff members totaling 119 hours per week. While their most evident responsibility consists of ensuring materials are checked in and out in a timely and accurate manner, they are a critical component of what makes the Byron Branch run efficiently and they are an integral part of the customer service efforts.

As a medium-sized branch, the division of responsibility between circulation and information staff is often blurred as circulation staff will often assist patrons with issues such as tech and computer help, and general reference services. While these tasks are most often assigned to information staff, the circulation staff take pride in their ability to assist patrons. They also contribute to library display and décor efforts as well as outreach initiatives when needed.

Perhaps most importantly, circulation staff serve as the "front line" when it comes to customer service. Most often, they are the first point of contact that patrons have upon entering the building and the last point of contact when they leave. The circ staff have the privilege and responsibility to greet each patron as they enter the building

and find out how KDL can best serve them in order to create a positive library experience for all. Through this interaction, staff ensures that the patrons feel welcome. Circulation staff are also the last point of contact as people exit the library, allowing them the opportunity to ensure patrons' needs have been met, and to wish them well as they continue their day. These tasks are something the Byron circulation team does every day with enthusiasm and, for all reasons described above, this is what makes them one of the most crucial components of the value we deliver to the community each day at KDL's Byron Township branch.

Caledonia

Caledonia circulation team has four members: Cindy Seif, Debbie Beard, Shelby Toren, and Ayla Lehmann. One of their major roles is frontline customer service. They assist our users with checking out materials, finding materials, basic computer and printing assistance, and account maintenance. They are also responsible for checking in all the materials that patrons return. They take care of the many of the small details that we couldn't function without, like dealing with lost and found items, looking for missing books, removing items from the hold shelf when it's time, and most importantly, engaging with our customers to make sure they have a great visit.

Cascade

The 16 members of the Cascade circulation team (13 circulation assistants and 3 shelvees) create the critical infrastructure of the branch. Led by Pat Rosloniec's steady hand, this team makes up the roads and bridges that direct our public to the materials they need. Hundreds, if not thousands, of items are checked in, checked out, and shelved on a daily basis through their dedication. All of the items patrons and staff find on the shelves are there because the circulation team placed them there, and they do this work without fanfare or complaint.

In addition to the physical labors of the job, the Cascade circulation team also offers exemplary customer service. The circulation team is friendly, helpful, and innovative in assisting library patrons and each other. The members of this team generously share their good ideas for decorations, displays, recycling, and service, and the Cascade Branch is the better for their hard work and creativity.

Comstock Park

Comstock Park's circulation team is fantastic! Added together, the four circulation assistants have 53 years of experience at KDL! They are great at remembering a million little details about circulation procedures, but they all have special gifts in the area of hospitality. All of them have an amazing ability to remember names, and are always trying to learn new ones. They inquire about people's lives, their children, and grandchildren. They hold new babies, and

Barb and Fran have a special love for Comstock Park's elderly patrons, and twice a month they visit the River Grove Retirement Community, bringing books and TLC. Between these visits you can often hear them pointing out an author one of their patrons might like, or discussing new subject areas to try with another. Leigh is an avid reader, and shares her love of books with both patrons and other staff. Both she and Sarah are wonderful at making sure each patron is completely happy when they walk out the door. If they can't help the patron, they will find another staff member who can.

Comstock Park Branch could not function without these four important people. They are all very flexible about getting the work done at the branch, while supporting each other's challenges balancing home and work life.

East Grand Rapids

The East Grand Rapids circulation team is made up of eight hard-working Circulation Assistants and two amazing shelvees. Truly, the Circulation staff keep the day-to-day operations moving along smoothly, and the shelvees

work diligently to ensure the librarians can easily find the materials patrons need. Checking in materials involves counting items, checking if pieces of AV are all present, putting items on a pad when needed, and following through when a patron needs to be alerted to a missing disc or damaged item; more than a simple barcode scan. The staff also guarantee that patron holds are processed efficiently and accurately so the shelvees can get them on the hold shelf – a service so many of the EGR patrons love! These are important processes, but not very visible. Just as important as accurately processing the collection is the welcome circulation staff give visitors and the assistance they provide. Circulation Assistants at East Grand Rapids most often give the initial “Hello” to visitors and direct them if needed.

While the Circulation staff provide information on due dates, renewals, and keeping records updated, they also have to deal with less pleasant aspects of assisting people – informing them of fines, missing materials, and damaged items. They do so with sympathetic kindness, expressing understanding that life gets out of control sometimes. We could not provide the level of service or have the great relationships we have with library visitors without this highly qualified group of people!

Gaines

The circulation team at Gaines is comprised of five part-time staff members, most of whom work 24 hours a week. Kathleen Knott and Shari Picard have both worked at Gaines for several years and know the regular patrons very well. Lily Etner, Alicia Peckham, and Denielle Ferrer are newer members of the circulation team. Each of the circ team members plays an essential role in putting materials into the hands of our patrons. When a member of the team is missing and if a sub is unavailable, public service suffers almost immediately.

Members of the circ team spend about half of their time out on the public floor and half of their time working behind the scenes on circulation tasks. There are generally two circ staff during open hours and they take turns staffing the public desk in one hour shifts. When out on the public floor, circ staff members register patrons for library cards, check in returned materials, and collect payments for fines and bills. The circulation staff at Gaines also assist patrons with printing, photocopying, placing holds, and the self-checkout machines. When working behind the scenes, staff sort returned materials on to carts, resolve missing pieces issues, issues with damaged items, search for items that have been made missing or set to claims returned, pull expired holds from the hold shelf, and pack outgoing holds and MEL items for distribution to the Service Center. They unpack and process all incoming delivery including MEL items, and shelve holds for patrons to pick up.

Circ staff are also in charge of multiple other essential tasks, including: scanning the collection and shelf-reading on a regular basis in order to help find missing items and make sure that materials are in order; processing all incoming newspapers and periodicals in order to make them accessible for patrons; and balancing the POS cash report, cash drawer and the public printer kiosk cash report every other week. One member of the circ team even manages the office supply orders for the branch in partnership with the branch manager.

Grandville

The circulation team at Grandville is responsible for many foundational tasks of the branch day to day, from pulling holds, to sorting delivery, to creating library cards. The library couldn't run in any fashion without their hard work. These tasks are performed at all KDL branches, but the Grandville team here stands out in particular for lots of reasons. They are the heart and soul of the KDL Way here in the branch. They get the opportunity to greet and interact with almost every patron who comes in the door and they are the most likely ones to recognize regulars, know the names of the patrons, and just be ready with a smile for whomever comes in the door. Grandville is very fortunate in that the circ team has stayed constant for a long time; in fact, the most recent circulation team member joined almost five years ago. That consistency brings with it an incredible depth of knowledge. The circ team also is very creative and artistic, and the branch benefits from these skills. This team does most of the artistic work in the branch, creating special displays, making the annual scarecrow for the city

contest, preparing the summer reading club table, and any other artistic challenge. All in all, this team is what helps keep the Grandville branch going on a day-to-day basis, and yet they still find the time and energy to help with the extras that make Grandville such a special and unique place.

KDL Service and Meeting Center

March has been an incredibly busy month as there were 151 meetings with over 274 hours of meeting room usage by guests and staff. KDL saw over 500 guests come through the doors this month, and hosted multiple organizations including: the American Heart Association, Metro Building Inspectors Association and Mason Dynamics. All this took place while one of our rooms is being used for Summer Reading storage until the mezzanine is built. The guests that have attended these events have been amazed by KDL's beautiful Meeting Center, and one even remarked that the men's bathroom was like a 5-star hotel. The exposure from these meetings is bringing in more reservations for April and many meeting attendees have mentioned that they are keeping this space in mind for future events and meetings. Also, as spring nears, we will be able to use some of the outdoor spaces by the trail access and back deck to serve as meeting spots.

The Trail Access project will start back up in April, as well as the building of the mezzanine. There will also be some landscaping in the front of the building and by the road to hide the utility boxes that make the entrance look dismal. Soon, the entrance to the Service Center will have a new appearance and be more welcoming for guests and staff.

ADMINISTRATION

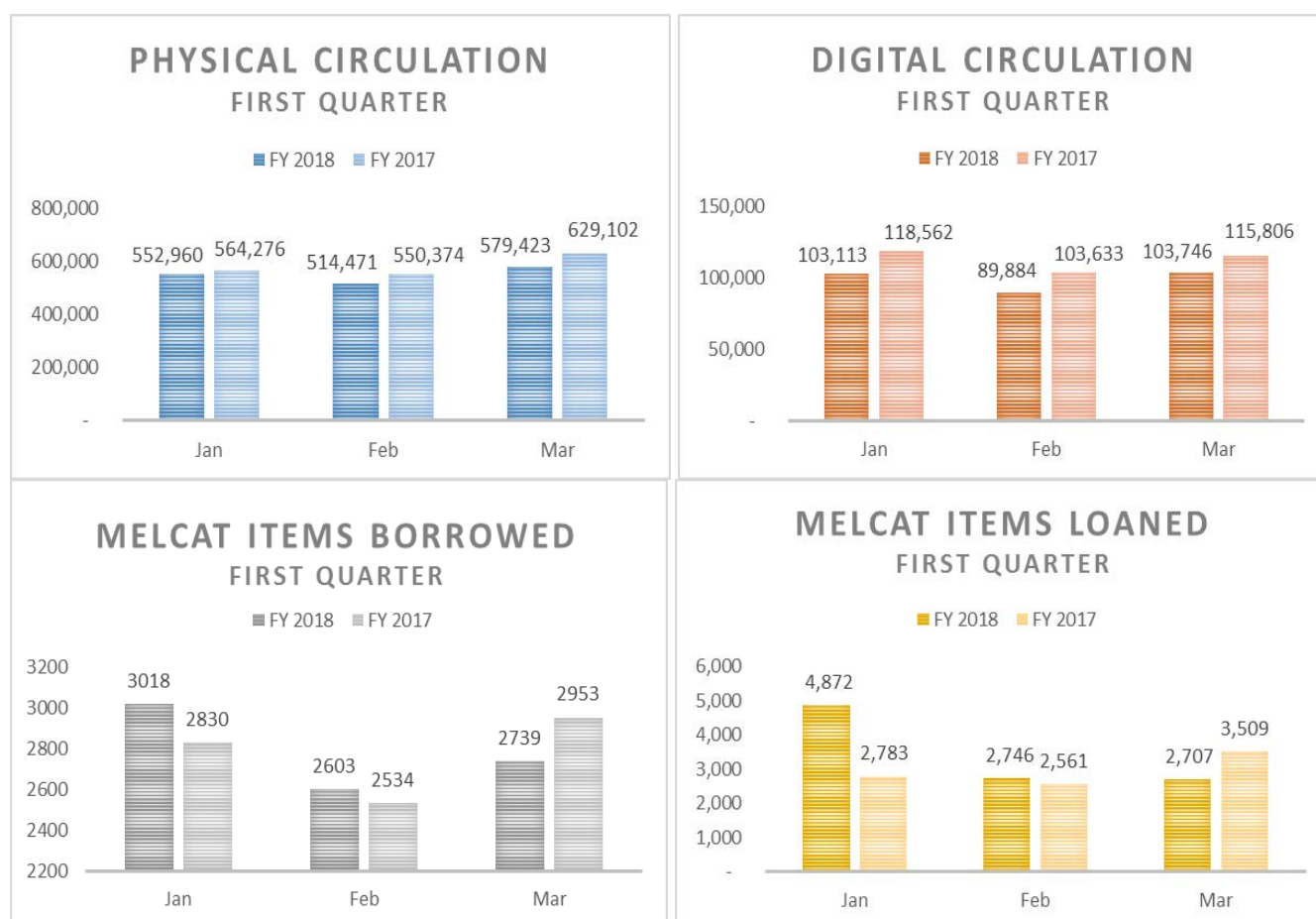
The Administration team is currently undergoing many exciting changes, both in staffing and physical space:

- Angie Stout, who has worked in the administration capacity for 9 years, is now transitioning to HR to do some project-based work.
- Executive Assistant, Jaci Cooper, is revamping the physical front desk set up so that admin now faces the door, updating some administrative procedures, and reorganizing the copy room with help from Julia Hawkins' great organizational skills.
- Before, staff would have to check out hotspots from the Finance Department, laptops, projectors, t-shirt cannons, and banners from the front desk, van keys from Jaci's office, and parade materials and Katie L. costumes from outreach. Now, most outreach-related items will be kept in outreach to be checked out, and technology-related items, along with the van keys, will be kept with administration. This will eliminate confusion for branch staff who come to check out these items, and it will prevent items from being misplaced or not properly accounted for.
- The copy room contains filing cabinets full of millage documents, photos, news clippings, board meeting minutes, donor thank-you letters, and a lot of other important documents, some of which date all the way back to the 1950s! Throughout the month of April, administration will be doing some "spring cleaning" by digitizing many of these photos and records for back-up, reorganizing the documents in a logical, easy-to-find manner, purging old, irrelevant or duplicate documents that we are not legally bound to retain, and labeling all of the cabinets.
- Missy Lancaster, Operations Coordinator, has been working with some local designers to reassess the Service Center's workspace. In the future, a more ideal lobby would have less of a "doctor's office" feel. The closed-off, glass sliding window would be replaced with an open, welcoming desk that faces the door. This project discussion is in its infancy, but admin is identifying the physical hurdles when carrying out the KDL Way to not only meeting rental guests, but to visiting colleagues from other branches.

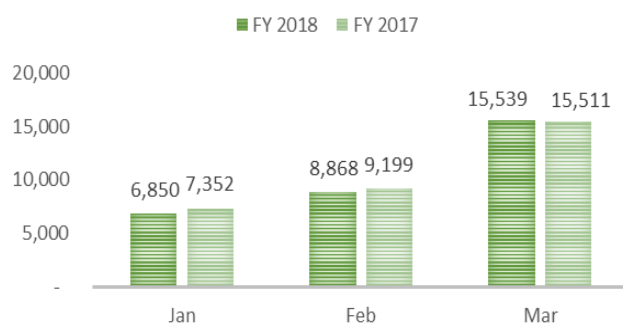
DEPARTMENT STATS: FACILITIES



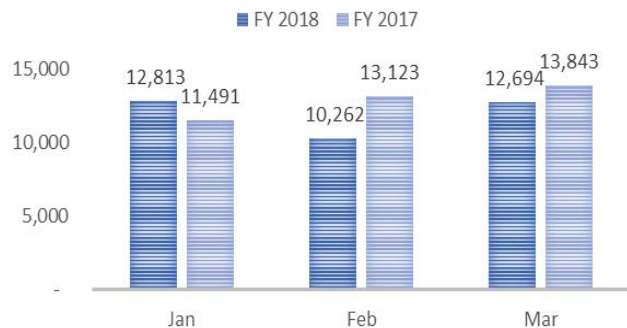
QUARTERLY STATS



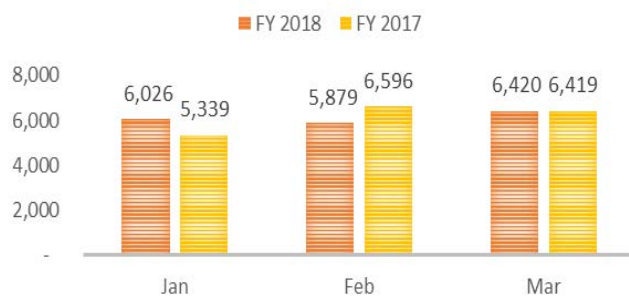
OUTREACH ATTENDANCE FIRST QUARTER



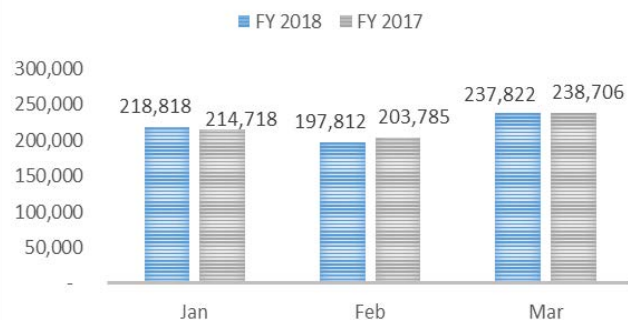
PROGRAMMING ATTENDANCE FIRST QUARTER



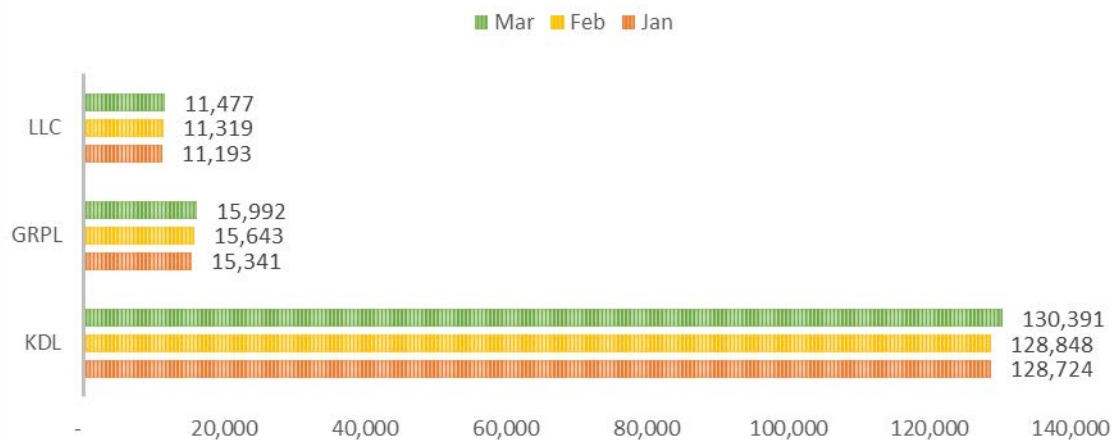
LBPH CIRCULATION FIRST QUARTER



VISITOR COUNT FIRST QUARTER



ACTIVE CARDHOLDERS (NON-EXPIRED) FIRST QUARTER



WHAT'S GOING ON AT KDL

Building Update – Ada

On April 6th the Ada Building Committee met to review proposals from 13 architectural firms. Kurt Stevens and Penni Zurgable represented KDL at this meeting. The following five firms were selected to move on to the Interview Phase:

- OPN and Progressive
- Quinn Evans and GMB
- Sheehan Nagle Hartray
- Integrated and Bond
- FTCH and Engberg Anderson

A special committee made up of building committee members and township board members will be assembled to interview the firms and make a recommendation to the township board. Interviews will take place during the week of April 16th. Lindsey Dorfman will represent KDL on this committee.

Building Update: Krause Memorial

The Krause Memorial Branch building project is gaining traction. On April 9th, the Rockford City Council approved the pursuit by the City to purchase the residential property due south of the current library site and fronting on Monroe Street. A preliminary study commissioned by the City of Rockford shows that the current site, combined with the adjacent property, can support a library up to 28,000 sq. feet. Lance, Lindsey and Jennifer German met with Thad Beard, Rockford City manager, in March to discuss the project and next steps. It was requested that Thad appoint a library building committee made up of representatives from KDL, the City of Rockford and the Krause Memorial Library Board.

Building Update – Tyrone

Fishbeck Thompson Carr & Huber (FTCH) has completed and submitted their space needs study for the Tyrone township branch. To meet the current need, they are recommending an initial building of 8,050 square feet with plans for a future addition of approximately 2,518 square feet. The current building has 4,239 square feet dedicated to library service. Adam Nelson of FTCH will be at the meeting with the building committee on April 11th to discuss next steps.

The Kent District Library Township Branch Space Study is attached for your review.

Building Update: Walker

Library staff and City officials met with representatives Fishbeck Thompson Carr & Huber to discuss next steps in the City's endeavor to enhance the library in Walker. FTCH will be submitting a proposal for a space needs study and a survey is being drafted that will go out to city residents. The City is interested in a community building that integrates a number of community amenities including a library, senior center, and a local history space.

Volunteer Coordinator Update: Calli Crow connected with managers from 13 branches in March. During branch visits, managers helped fill out the Volunteer Profile for Branches and openly discussed needs and concerns. They discussed the role of Friends, Book Sales, current volunteer usage, and upcoming needs. As a result, several new opportunities for volunteers will be posted on VolunteerHub in April. From Technology Helpers to Event Outreach, there were some great ways to engage volunteers in the upcoming seasons.

Alliance Liaison Update: The Friends Linking Event on March 21 was a success. Around 30 Friends from 10 branches engaged in lively question and answer sessions after each presentation. Trustee Shirley Bruursema

presented useful information on bylaws and also reassured the group that board officers' duties are "doable." She'll be on the agenda at the next meeting of the Alliance of Friends on April 18 at 1:30pm. New faces are anticipated with the earlier time slot, and renewed interest as a result of Shirley's encouragement at the Linking. Fact: KDL's Alliance of Friends is the only group of its kind in Michigan and a model that other library systems seek to emulate.

Reading Buddy Design Think Update: The dates have been set for the guided brainstorming and prototyping sessions centered on the Strategic Goal of helping improve Kent County 3rd grade reading proficiencies. Strategic Activity #4 aims to engage community volunteers with at-risk students via literacy lunches or a reading buddy program. On April 19, May 2, and May 7, representatives from KDL, West Michigan Literacy Center, Affinity Mentoring, Kelloggsville Schools, Senior Neighbors, and trained, experienced tutors will meet to answer the Design Question: How can KDL Volunteers be mobilized to help Kent County reach proficiency goals?

New Renewal Options

KDL has updated its renewal notice and eliminated the asterisks. Instead we use the words (Renewed) and (Mel Item) in front of the title so patron know when something is renewed and when it's a Mel item loaned from another Michigan library.

Patrons may now renew items even if they have the BLOCKED status and owe other fines. This change allows patrons to renew materials without adding additional fines to their amount.

Author Alerts

Work has begun on setting up the subscription to Author Alerts add-on for the public catalog. This new feature will alert patrons when the library adds new titles to the library catalog by their favorite authors or performers. This addition has been requested by patrons.

Features:

- Patrons use a simple web form to create alerts;
- Alerts can be created for authors, performers, film studios – any author entry;
- Patrons choose to be notified by email or text message;
- Alerts include a direct link to the title in your library catalog;
- Social networking features allow patrons to discover new authors they might enjoy;
- Unlimited number of patrons and unlimited number of alerts.

List of Everything

The Library Board has requested a list of everything staff do in their library work. The team discussed possible approaches to this. Update: Michelle will attend a future Branch Manager meeting to lead managers through the same exercise they will do with their staff. Maybe May?

cloudLibrary Transition

Keep reporting Graphic Novel Errors

Graphic novels and other visual eBooks are having issues rendering properly in the cloudLibrary app. cloudLibrary is hiring staff to focus on fixing this issue, they are testing a possible fix from Adobe, and the support team is fixing individual titles as they are reported (the fix takes about 1-2 days), so staff should continue to report these issues.

MADL to join cloudLink

Muskegon Area District Library is switching to cloudLibrary and will be linked with us in mid-April.

Statistics and comments from Bibliotheca (March)

- New Patrons: **1,646**
- Checkouts on the cloudLibrary: **54,887**
- Pay Per Use Checkouts: **8,364**
- KDL Patron cloudLink Checkouts: **3,200**

cloudLibrary Comparison data for OverDrive (2017)

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

KDL Seed Library

Seeds are available in all KDL branches. More than 5,000 seed packets are ready for planting – vegetables, fruits, flowers and herbs.

KDL Cruisers

The season starts May 1 with nine locations – Comstock Park, Grandville, Wyoming, Rockford, Service Center, Kelloggsville, East Grand Rapids, Kentwood, and Walker. All models will be the step through bike model.

Public Library Association Conference | Philadelphia

A tour of the Philadelphia Free Library’s culinary kitchen gave us good information on how to start such an endeavor, but it also gave KDL practical ways to further our cooking programs – the kitchen-in-a-box concept, training for staff to put programs on, and further ways to collaborate with partners in the community. There is also an idea to put on a summer camp where teens cook a recipe and then bring the recipe and a bag of groceries home.

The Write Michigan Awards Luncheon and Ceremony

This annual event took place this year at Schuler Books and Music. 17 of our winning authors attended the event, receiving their awards and signing copies of the 2018 Write Michigan Anthology. 95 patrons attended the ceremony, which featured keynote speaker and Michigan author Jim C. Hines.

Social Justice Story Time

The Programming Department and staff from the Wyoming branch are working on plans to debut a “social justice story time” for children and their caretakers this fall. This initiative is based on a very successful program at the East Lansing Public Library, who presented to KDL staff in January. The purpose of the program is to provide an outlet for children to hear stories and ask questions about current events and difficult topics. This storytime will also serve as a starting point for parents and caretakers to answer those difficult questions children have about serious and important topics. The first topics that will be discussed this fall are: persons with disabilities, refugees, and civil rights. KDL is partnering with the Educational Foundations Department at Grand Valley State University, who will provide support and volunteers for the program. KDL staff are researching and discussing the best options for naming and describing the program to our patrons and writing talking points for staff.

KDL Gives Back Barrels

The Programming Department purchased and delivered new donation barrels to every KDL location. Three times each year, KDL provides patrons an opportunity to collect items to support a non-profit organization in our community through KDL Gives Back. The new barrels give the branches a dedicated container for donated items as well as a literature holder to keep a list of the requested items for each KDL Gives Back. The barrels will be

used beginning April 2 for our April initiative, Hope for Refugees, which is collecting items to welcome the refugee community through Treetops Collective.

Large Print Book Club in a Bag

For 2019, Community Engagement will budget to add 10 new Large Print Book Club in a Bag options for branches to use for outreach with seniors. These kits will be available for reservation using the current system staff use to schedule other outreach items (i.e. Katie L mascot costumes). Collection Development staff will work with branch staff to select titles. The team will purchase 20 copies of each title. Since Large Print titles quickly go out of print, titles will be added to the collection once their numbers dwindle in future years (i.e. due to damage or use). A staff survey went out in February for additional staff feedback. Currently, Walker and Caledonia have a few titles each to share for this purpose. Based on the feedback, we will expand this option to other branches.

Weeding Survey

A recent weeding survey was reviewed by the Collection Development team with some recommendations for the Leadership Team based on the results and comments. Most of the answers were in the positive range in support of continuing the 2-year weeding criteria (along with condition and too many copies). Due to space, some branches are weeding at under 2 years. There was concern over weeding too many books in subject areas that wouldn't require the 2-year weeding cycle. A clear reminder of the BISAC weeding chart in the Information Services Manual should be used by staff. Collection Development staff will work on an idea to weed duplicates. Further conversations will take place about more ideas to lessen the workload of weeding for branch staff.

KATIE KUDOS –

★ **Dave Fletcher (Plainfield Township) ...**

- Nominated by Sarah McLean because “Every time Dave is scheduled to open our branch, he always arrives extra early to get a head start on clearing our holds shelf and start our day off strong. Our staff can count on Dave to be prompt and hard-working. He is quite efficient at checking in delivery and always shelves the new holds immediately. I’m glad Dave joined our staff at PFD! He is always making us laugh with his witty sense of humor and is a great addition to the team. Thanks, Dave!”
- Nominated by Susan Erdhardt because “Dave volunteered to take many, many bundles of magazines to the Paper Gator.”



★ **Jackie Jurgens (Cascade Township) ...**

- Nominated by Kelly Mull because “Jackie has been working a lot on recycling her at Cascade. She has labeled all of our recycling bins in the work area, set up a bin for recyclables in our break room, and created a sign-up sheet for us to take turns in emptying the bins. I know that I’m feeling very good and green now and I’m sure everyone else is appreciating it too!”

★ **Maureen Lovewell (Grandville) ...**

- Because “Maureen graciously offered to drive over to Wyoming to borrow a toner we desperately needed. That might sound like an easy thing to do, but it was very appreciated. It was in the final hours of preparation for the huge Battle of the Books program that Grandville does and time was of the essence. She arrived back in the nick of time and saved the day. Of course, we are also

thankful that our neighbors in Wyoming were able to share with us. Everyone pulled together and got the job done thanks to Maureen.”

PRAISE FROM PATRONS

• Alpine Branch

- “Book talks at Alpine Elementary were a hit for National Reading Month! I visited all 4th and 5th grade students during their library time. I gave a “commercial” for six new books that we thought would get kids excited about reading... and using their library! Alpine Township Library was able to purchase and donate these six books to the Alpine Elementary School library. The kids were so excited, they were making their own hold list for the school librarian. They were enthusiastically trying to sneak the books off my display table to check out right away ☺ It’s great to see the kids excited about reading! Since then, every book that was book talked has been checked out of Alpine Township Library. One student even brought her mother who got herself a KDL library card and asked, ‘I’m not a reader but I want to be. Where do I start?’ Today, another student came in asking for booktalk books - he got his first library card and his mother got one, too! Awesome that these children who love reading are pulling their parents right along! Thanks to Kris at Grandville for showing me the ropes of their book talk program and letting me sit in on one of her book talks!”

• Alto Branch

- “The dad of one of our frequent user families was active military, and now not only serves in the National Guard, but does some instruction. Apparently there are some online classes they are expected to take. Below is something he related to me.

Recruit- ‘I don’t have a computer, sir.’

K- ‘You may not have a computer, but you have a public library.’

Recruit- ‘I don’t think I can use it.’

K- ‘Don’t use that excuse with me, son. You’re paid to think, now think.’”

- “A letter from a homeschooled student: I really appreciate your help in finding books on my hard to find research paper topics ☺ Enjoy these oatmeal chocolate chip cookies! You guys deserve them!”



• Byron Township Branch

- “A young patron stopped by the service desk to share his ‘to do’ list with staff. Among his daily tasks he had included ‘Visit the library!’ complete with a smiley face symbol. We congratulated

- him for being so diligent about completing this important task for the day, and he thanked us for being a “good library” as he left with a huge smile. ☺”
- “An elderly patron was so thankful for our help printing tax forms for him that he wanted to give us a tip. We told him it wasn’t necessary and that we just appreciated being able to help him. He then indicated ‘There are still good people after all!’ Indeed there are.”
 - “A woman stopped by the service desk to let us know how much she appreciated seeing all of the little free libraries popping up throughout the area. She specifically commented that she had taken a book from the airport free library prior to a trip and just loved having something to read during her plane ride. She was very grateful for the service.”
- **Caledonia Branch**
 - “A patron who uses our hotspots had some nice things to say. He lives out by Hanna Lake, and this is the only way he can get internet (other than cell service). He said he loves watching YouTube videos and facetimeing with his grandkids. He even brings the hotspot over to his neighbor’s house at night (this neighbor can’t drive), and lets him use the internet, too! He was just very thankful, and it made me really happy to know we are providing something people appreciate. He was excited that we are getting more hotspots soon!”
 - **Kelloggsville Branch**
 - “A new family from the neighborhood came in on a Saturday morning with their American friend. The family was from Iraq and had never visited a library! They have been here a year and this was their first visit. Staff had fun explaining how public libraries work and were able to experience the joy on the faces of this family, including their three young children!”
 - **Krause Memorial Branch**
 - “A patron stopped by the information desk at Krause and said, ‘Although I don’t personally know anyone dealing with the situation you have on display (the Trans Day of Visibility), I just want to applaud you for having the courage and strength to make a display of it. This is a small community and I know it must have taken a lot of courage to go ahead with a display of this type. I would like the powers-that-be to know that I am very pleased with your decision.’”
 - **Walker Branch**
 - “We had a patron come in and thank us for the Kindle Fire, she said how great it has been because her computer has died and she is able to do more on it than just an eReader. At first she thought there would be some sort of catch to the free Kindle, but now she has had it for a while she is so happy to have it.”
 - **Wyoming Branch**
 - “A mother of a child with autism came in and thanked us for putting up our new tactile/sensory wall. She said she often takes her son into the Toddler Tower to play, but he shies away from the other kids because of his autism. The wall has been great for him since he can be near the other kids but do his own thing.”

UPCOMING MEETINGS AND EVENTS OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., May 17, 2018	4:30 PM	KDL Spencer Branch
KDL Regular Board Meeting	Thurs., June 14, 2018	4:30 PM	KDL Service Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Dev. Board Meeting	Weds., April. 25, 2018	12:00 PM	KDL Service Center
KDL Pension Board Meeting	Weds, May 16, 2018	1:00 PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
KDL Past & Present Managers Happy Hour	May 18, 2018	4:00 PM	Mill Creek Tavern
Legislators & Literacy Breakfast	May 21, 2018	8:00 AM	TBD
ALA Annual Conference	June 21-26, 2018	All Day	New Orleans, LA
SuperPartyWonderDay	August 5, 2018	2:00 PM	The Meadows at Millennium Park
Literary Libations	September 6, 2018	5:30 PM	Steelcase Town Hall
MLA Annual Conference	October 17- 19, 2018	All Day	Novi, MI

NEW APPOINTMENTS	POSITION	EFFECTIVE
Tricia Zelaya	Shelver – Comstock Park	April 16

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Vanessa Walstra	Adult Librarian – Grandville	Branch Manager – Cascade	March 26
Angie Stout	Administrative Assistant – Service Center	Human Resources Assistant – Service Center	April 16
Zurina Ariffin	Circulation Assistant – Englehardt	Circulation Assistant – Cascade	April 23

DEPARTURES	POSITION	EFFECTIVE
Ken VerHulst	Substitute Circulation Assistant	March 23
Molinda Wilkins (Smith)	Circulation Assistant – East Grand Rapids	April 25

OPEN POSITIONS	TYPE
Finance Department Team Lead – Service Center	Full-time
General Accountant – Service Center	Full-time
Youth Paraprofessional – Byron Township	Full-time
Adult Librarian – Grandville	Full-time
Substitute Circulation Assistant Pool	Temporary
Circulation Assistant – East Grand Rapids	Part-time

EMPLOYEE ANNIVERSARIES (MAY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Chris Lohman	Byron Township	18 years
Maris DeMoor	Kentwood	17 years
Lynn Goldberg	Plainfield	12 years
Toby Schuler	East Grand Rapids	12 years
Laurie Winkler	Collection Services	12 years
Sara Magnuson	Nelson Township/Sand Lake	11 years
Denise Wohlferd	Krause Memorial	11 years
Liz Wierenga	Plainfield	9 years
Lori Gerard	Englehardt	8 years
Pete Lewandoski	Kentwood	8 years
Lance Werner	Administration	7 years
Ashley Johnson	Community Engagement	6 years
Eric Schweibert	Comstock Park/Alpine	6 years
Maria Page	Cascade	5 years
Angela Culp	Kentwood	4 years
Linda Grit	Byron Township	3 years
Vivi Hoang	Communications	3 years
Trina Den Braber	Krause Memorial	2 years
Lindsey Dorfman	Administration	2 years
Jill Essenburg	Collection Services	2 years
Terri Fifield	Circulation Sub Pool	2 years
Bethany Metivier	Nelson Township/Sand Lake	2 years
Trish Reid	East Grand Rapids	2 years
Curt Kieliszewski	Information Technology	1 year
Alantha Owen	Englehardt	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 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"/>
March 15	<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"/>
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

KDL Information. Kent District Library Ideas. *Excitement!*

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ISSUE ANALYSIS KDL BOARD OF TRUSTEES

AUDIT SERVICES PROPOSALS

Agenda Item for Consideration: Audit Services Proposals

Date of Board Meetings: March 15, 2018 (first reading); April 19, 2018 (second reading)

Timeline: Notify selected firm by April 20, 2018

Proposed Cost:

- \$29,100 for fiscal year ending December 31, 2017
- \$30,000 for fiscal year ending December 31, 2018
- \$31,100 for fiscal year ending December 31, 2019
- Total cost of three year engagement: \$90,200

Background Facts:

KDL ended the engagement with Hungerford Nichols CPAs + Advisors for financial and retirement plan audit services. As such, KDL issued a Request for Proposals (RFP) for Audit Services on February 21, 2018. The RFP requested firms bid both one and three year engagements.

Proposal Information:

Five proposals were received and are summarized in Appendix A. Due to length, the full proposal is included from the recommended firm and the other proposals are available electronically upon request.

After reviewing the proposals and speaking with references, we recommend engaging Maner Costerisan for a three year audit engagement. Of the firms responding, Maner Costerisan committed the highest total labor hours for the three year engagement while maintaining total costs that fell within the middle of the other proposals. In addition, Maner Costerisan has experience auditing a public library with one of the larger budgets in the state and comes highly recommended from that library's Finance Director.

Recommendation:

To engage Maner Costerisan for Audit Services for a three year engagement as outlined in KDL's RFP and Maner Costerisan's corresponding proposal.

Document History:

1. First Draft – Laura Powers
2. Revisions – Brian Mortimore, Lance Werner

KDL Information. Ideas. Excitement!

Kent District Library

www.kdl.org

ISSUE ANALYSIS KDL BOARD OF TRUSTEES

SERVICE CENTER ROOF AND HVAC REPAIRS

Agenda Item for Consideration: Use of Fund Balance for roof and HVAC replacements

Date of Board Meetings: April 19, 2018 (first reading); May 17, 2018 (second reading)

Timeline: During 2018

Budget Line Items: Request for a Budget Amendment to use the Fund Balance

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

Background Facts:

KDL bought the Service Center in 2001 and to date, has not replaced the roof. It is likely the current roof is the original as the age of the material on the roof is nearing end of life and causing the typical issues for this type of construction. According to records, KDL has worked with multiple roof maintenance companies, each using different products to repair leaks. Since January 2017 there have been approximately 10 to 15 different leaks and some of these leaks are still in need of major repairs. Also, during the preventative maintenance appointments additional repairs were made. In 2017, three different roofing companies reviewed the roof and gave recommendations on the condition of the roof. All three companies recommended the roof be replaced.

KDL is working with an expert in the roofing industry, Charlie Appleby of MWA Commercial Roofing Solutions, to help with the RFP process and to gather estimated costs. Mr. Appleby inspected the roof and provided a Roof Condition Analysis.

The HVAC system is located on top of the roof and it will be necessary to raise the existing HVAC units to accommodate the new roof. As the HVAC system is also due for replacement, it is most efficient to replace the unit and update the controls in conjunction with the roof replacement and re-positioning of the HVAC units.

Fully Adhered 60 mil EPDM (20yr warranty) with R=30 insulation– best option	Mechanically fastened 60 mil TPO (20yr warranty) with R=30 insulation – mid option
\$260,000 (\$6.50 per square foot)	\$200,000 (\$5.00 per square foot)
With R=20 insulation	With R=20 insulation
\$233,000	\$153,000
Gutter system	Gutter system
\$10,000	\$10,000
HVAC unit replacement, controls update & units raised	HVAC unit replacement, controls update & units raised
\$61,000	\$61,000
Total	Total
\$304,000 - \$331,000	\$224,000 - \$271,000

In addition, while the HVAC units are being raised we will need to rent a temporary cooling solution to maintain the required temperatures for the IT server room. There is also an option to add daylighting units (i.e., units that increase natural daylight) at \$1,000 per unit.

Recommendation:

We recommend approving \$350,000 from the Fund Balance for the completion of the roof and HVAC replacement project. In addition to covering the estimates provided for the roof and HVAC replacement, this allows for rental of the temporary cooling solution, possible differences between estimated costs and actual costs, and finalizing options as we undergo the RFP process.

Document History:

1. First Draft – Missy Lancaster
2. Revisions – Laura Powers, Lance Werner



**RESOLUTION
KENT DISTRICT LIBRARY BOARD OF TRUSTEES**

2018 BUDGET RESOLUTION

3rd 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 replacement of the roof and HVAC system as proposed in the Issue Analysis:

1. \$350,000 Increase to Capital Outlay

This increase is to cover the estimated costs for replacement of the roof and HVAC system as discussed in the Issue Analysis.

KDL **Information.**
Kent District Library **Ideas.**
 Excitement!

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RESOLUTION
KENT DISTRICT LIBRARY BOARD OF TRUSTEES

3rd 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 Service Center, on April 19, 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
3rd BUDGET AMENDMENT

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.

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 April 19, 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: April 19, 2018

Andrew Erlewein, Secretary

**KENT DISTRICT LIBRARY
GENERAL FUND OPERATING
2018 BUDGET - 3RD AMENDMENT**

REVENUES:	APPROVED REVISED	PROPOSED AMENDMENTS	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	4,060,711		4,060,711
Capital outlay	3,096,655	350,000	3,446,655
Other financing uses	25,000		25,000
TOTAL EXPENDITURES & OTHER FINANCING USES	23,749,500	350,000	24,099,500
EXCESS OVER / UNDER	(675,000)	(350,000)	(1,025,000)

KDL **Information.** **Ideas.** Kent District Library **Excitement!**

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KDL Board of Trustees *Issue Analysis*

Agenda Item for Consideration: Approving the KDL Portion of the 2018 E-Rate eligible projects.

Date of Board Meetings: April 19, 2018 (first reading); May 17, 2018 (second reading)

Timeline: During 2018 and Into 2019

Budget Line Items: Request for a 2018 Budget Amendment to use the Fund Balance to cover KDL's portion of the following Category 2 E-Rate eligible projects:

- Category 2 – Appropriate Network Equipment (e.g. Routers, Switches, Wireless Access Points, and UPS equipment to name a few)

Background Facts:

Each of the previous four or five years, KDL has qualified for E-Rate. E-Rate is a government subsidized funding source provided by the Schools and Libraries Program of the Universal Service Fund (USF), which is administered by the Universal Service Administration Company (USAC) under direction of the Federal Communications Commission (FCC). The program was established to help subsidize “qualified technology” purchases for Schools and Libraries.

Each year, the process requires a formal RFP bid to be submitted to KDL and then we submit the winning bid to USAC who scrutinizes it to ensure it meets the qualifications and compliance standards. If it passes, then USAC will cover a predetermined % of the overall costs based on a number of factors including the % of school lunches subsidies offered in our community. Currently KDL qualifies for an 80% reimbursement rate. (So for a \$100,000 IT purchase, KDL only needs to spend \$20,000. E-Rate will send us \$80,000 in reimbursement funds. Some exceptions do exist that we are managing closely.)

It is important to understand that the E-Rate fiscal year (July 1 – June 30) spans two KDL budget years (this one from July 1 – December 31 and the next year January 1 – June 30). Consequently, we have examined the timing of these E-Rate eligible projects and properly classified them in the appropriate KDL fiscal year. E-Rate distinguishes various eligible items as either Category 1 or Category 2. Category 1 covers costs related to Internet Access and Wide Area Networking from qualified ISP's. Category 2 covers costs related to various network equipment that supports Category 1 functions.

At the time of budgeting for 2018 KDL's CFO chose not to include any Category 2 E-Rate costs or revenue items in the budget. Consequently, these items are described below and will require a budget adjustment.

KDL has identified three projects that fall under Category 2 for this year. First, our existing Uninterrupted Power Supplies (UPS) are approaching their useful life where even the batteries within the UPS need replacing. Our UPS RFP was awarded to TeamOne Repairs. They offered the latest in UPS technology including network monitoring devices for the UPS device itself.

Next, our Network Routers at each location are no longer available to purchase and our Firewall needs to be upgraded to handle the increase in Network Performance. These devices are critical to a strong and secure network. The new Firewall features also provide us with greater flexibility and integrations to “cloud” services which positions us well for future endeavors. The Network Router & Firewall RFP was won by Presidio. Their solution allows us to continue to segregate our network traffic while taking advantage of the increased speeds coming from the Everstream fiber network.

Finally, certain branches needed additional Network Switches, Access Points, and Network Cabling to either handle the additional devices within the facility and/or handle the increased speed requirements. Our Network Switch RFP was also won by Presidio. Their solution fit nicely with our current Meraki infrastructure.

KDL Cost & E-Rate Reimbursement Totals:

Category 2 - Various Eligible Supporting Network Equipment

Impact on KDL Fiscal Year 2018

	Total Qualified IT Spend
Uninterruptable Power Supplies	\$23,520.00
Network Routers & Firewall	\$284,962.24
KDL Fiscal Year 2018 Totals	\$308,482.24
E-Rate Reimbursement (Revenue)	\$246,785.79
Net KDL Cost	\$61,696.45

Impact on KDL Fiscal Year 2019

Network Equipment (e.g. Switches, APs, and Cabling)	\$126,848.68
KDL Fiscal Year 2019 Totals	\$126,848.68
E-Rate Reimbursement (Revenue)	\$67,693.21
Net KDL Cost	\$59,155.47

Note: KDL also applied for E-Rate Category 1 items – Wide Area Network and Internet Access. These items were already accounted for in the 2018 Budget. Consequently, no budget amendment is requested for these items.

Recommendation:

We recommend approving the use of \$61,696.45 from the Fund Balance to complete the 2018 E-Rate projects. This is shown as an increase to budgeted revenue of \$246,785.79 and an increase to budgeted expenditures of \$308,482.24.

We also recommend approval of the resolution to authorize payment of the KDL’s E-Rate share subject to the following conditions:

- (1) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
- (2) receipt of products and/or services during the fiscal year 07/01/2018-06/30/2019.

Document History:

1. First Draft – Kurt Stevens
2. 2. Revisions – Laura Powers, Lance Werner

KDL Information. Ideas. *Excitement!*

Kent District Library

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RESOLUTION KENT DISTRICT LIBRARY BOARD OF TRUSTEES

SCHOOLS & LIBRARIES UNIVERSAL SERVICES (E-RATE) FOR 2018-19

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library Service & Meeting Center, on April 19, 2018 at 4:30 p.m.

The meeting was called to order by _____.

PRESENT:

ABSENT: _____

With the assistance of Kellogg & Sovereign Consulting (E-Rate Advisors) KDL has filed FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products as detailed in the attached report, "E-Rate Requests, FY 2018", for the fiscal year 07/01/2018-06/30/2019.

Be it resolved that the governing board for KENT DISTRICT LIBRARY

1. Authorizes payment of the KDL's share subject to the following conditions:
 - (1) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
 - (2) receipt of products and/or services during the fiscal year 07/01/2018-06/30/2019.

Application #	E-Rate Category	Pre-Discount	E-Rate Amount	KDL's Share
181028215	Category 2	\$435,330.92	\$314,479.00	\$120,851.92
181030993	Category 1	\$513,324.00	\$410,659.20	\$102,664.80
Totals		\$948,654.92	\$725,138.20	\$223,516.72

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves and adopts the Schools & Libraries Universal Services (e-rate) for 2018-19.

THE FOREGOING RESOLUTION was adopted at a regular meeting of the Kent District Library Board of Trustees held on April 19, 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 April 19, 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: April 19, 2018

Penny Weller, KDL Board Chair

Andrew Erlewein, KDL Board Secretary

Subscribed and sworn to me this _____ day of _____, 20____

Notary Public

Commission Expires: _____ # _____



**RESOLUTION
KENT DISTRICT LIBRARY BOARD OF TRUSTEES**

2018 BUDGET RESOLUTION

4th BUDGET AMENDMENT – EXPLANATION OF REQUESTED AMENDMENT

The following suggested amendment to the General Fund budget is designed to increase 2018 budgeted revenue and expenditures to allow for the completion of Category 2 E-Rate projects proposed in the Issue Analysis:

1. \$246,785.79 Increase to Other Revenue

This increase is to cover the estimated reimbursement for Category 2 E-Rate projects that will be completed in 2018.

2. \$308,482.24 Increase to Capital Outlay

This increase is to cover the estimated costs for Category 2 E-Rate projects that will be completed in 2018.

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

4th 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 Service Center, on April 19, 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
4th BUDGET AMENDMENT

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.

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 April 19, 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: April 19, 2018

Andrew Erlewein, Secretary

**KENT DISTRICT LIBRARY
GENERAL FUND OPERATING
2018 BUDGET - 4th AMENDMENT**

REVENUES:	APPROVED REVISED	PROPOSED AMENDMENTS	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	246,786	709,786
Other financing sources	50,000		50,000
TOTAL REVENUES & OTHER FINANCING SOURCES	23,074,500	246,786	23,321,286

EXPENDITURES:

Personal services	14,215,459		14,215,459
Supplies	2,351,675		2,351,675
Other services and charges	4,060,711		4,060,711
Capital outlay	3,096,655	308,482	3,405,137
Other financing uses	25,000		25,000
TOTAL EXPENDITURES & OTHER FINANCING USES	23,749,500	308,482	24,057,982
EXCESS OVER / UNDER	(675,000)	(61,696)	(736,696)

Section 3: Other Services

- 3.1 [Exhibits](#)
- 3.2 [Literature Display and Distribution](#)
- 3.3 [Public Relations](#)
- 3.4 [Library Programs](#)

CHANGE
CHANGE

EXHIBITS

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

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

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

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

LITERATURE DISPLAY AND DISTRIBUTION

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

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

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

CHANGE

KDL Policy 3.3

Last Revised 10-18-12

PUBLIC RELATIONS

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

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

LIBRARY PROGRAMS

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

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

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

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

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

* Contract may include a background check.