

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

DATE: Thursday, June 14, 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 – May 17, 2018
 - C. Request for Closing of the Kentwood Branch on Saturday, August 11, 2018 to accommodate the Celebrate Kentwood event.
- * VI. FINANCE REPORTS – May 2018
- VII. LAKELAND LIBRARY COOPERATIVE REPORT
- VIII. DIRECTOR’S REPORT – May 2018
- IX. NEW BUSINESS
 - A. KDL Policy Manual- Overview of Major Structural Changes to Accommodate New Patron Behavior Policy
- X. LIAISON REPRESENTATIVE COMMENTS
- XI. PUBLIC COMMENTS**
- XII. BOARD MEMBER COMMENTS
- XIII. MEETING DATES

Regular Meeting: Thursday, July 19, 2018 – KDL Service & Meeting Center – 4:30 p.m.
- * XIV. 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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KDL
Kent District Library

**Information.
Ideas.
Excitement!**

BOARD OF TRUSTEES

Meeting Minutes

LOCATION: KDL Spencer Branch (14960 Meddler Ave., Gowen, MI 49326)

DATE: Thursday, May 17, 2018 at 4:30 p.m.

Board Present: Shirley Bruursema, Andrew Erlewein, Tom Noreen (via teleconference), Caitie S. Oliver, Penny Weller, Sherrie Barber Willson

Board Absent: Craig Wilson

Staff Present: Michelle Boisvenue-Fox, Jaci Cooper, Lindsey Dorfman, Randy Goble, Claire Horlings, Kip Odell, Laura Powers, Kurt Stevens, Kaitlin Tang, Lance Werner, Carrie Wilson

Guests Present: Karl Butterer, Lee Cook, Anne Seurnynck, Carol Simpson

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:32 p.m.

II. PLEDGE OF ALLEGIANCE

III. LIAISON REPRESENTATIVE COMMENTS – None.

IV. PUBLIC COMMENTS- None.

V. BRANCH MANAGER'S REPORT – Kai Tang

Ms. Tang gave an update about the recent changes and upcoming events at the Spencer Branch:

- Mary, Spencer's Youth Paraprofessional, has received a wonderful job offer and will be leaving KDL on May 24th. Mary has worked at Spencer for over three years and dedicated herself to early literacy and the development of young patrons. She will be greatly missed, but staff is so proud and excited for her. The job posted for a replacement closed on May 11th.
- On April 24th, the library hosted DIY Painted Mugs, a program in conjunction with the Mud Room. The Mud Room brought plain mugs and two types of glazes to the branch. Patrons were able to decorate free mugs that were then taken back to the Mud Room to be fired. Once finished, patrons were able to pick up their unique creation at the library.
- The first-ever Kickoff to Summer Reading Carnival will be held on June 2nd. Mary was the mastermind behind this event and will be returning to the library as a volunteer. This is a community-focused event for all ages, featuring a bounce house, carnival games, activities, and snacks.
- On Thursday, April 19th, Clyde, Spencer's Adult Paraprofessional, participated in the Cedar Springs Community Night at the Cedar Springs High School. Clyde joined forces with Bethany from the Nelson/Sand Lake branch and promoted the library programs and services to about 1,000 people who made their way through the booths. The next big outreach event will be in August for Lincoln Heights Elementary School's open houses.
- Other upcoming programs include: KDL Lab Experience: Rockets Re-Launch, Teen Crew Orientation, Spencer Community Garden Club Presents: Letterboxing, Alohomoa! Unlock Your Harry Potter Drawing Skills, Critters on Wheels, and Plant Exchange and Table Book Sale
- Ms. Tang mentioned that she is one of two branch managers who oversee two branches. From talking with staff, staff are happy with the changes. Ms. Tang conducts Facetime huddles each morning with the two branches together and records them so that all staff members have to opportunity to know what is going on each day.

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VI. CONSENT AGENDA

- Approval of Agenda
- Approval of Minutes – April 19, 2018

Motion: Ms. Bruursema moved to approve the consent agenda as presented.

Support: Supported by Ms. Willson.

RESULT: Motion carried.

VII. FINANCE REPORTS – April 2018

The Director of Finance gave a brief overview of the April financial report: cash increased 17.9%, approximately 3.8 million over the prior year. Revenues are at 88% of the budget, which is where they were at the previous month, so they have hit a plateau. Expenditures are at approximately 30% of the budget. KDL is at 33% through the fiscal year. The numbers are aligned with what was expected.

Ms. Powers pointed out that the check register report was modified slightly: the report now includes ACH (automated clearing house) transactions, which are electronic payments to vendors through our bank. Ms. Weller inquired about ACH payments for Board mileage reimbursements, and Ms. Powers informed the Board that KDL does not currently have an ACH module for reimbursing Board members, but the Finance Department is continuing to work through their processes and procedures and evaluating current software they have, so it may be a possibility in the future.

Ms. Powers announced that the auditing firm, Maner Costerisan arrived on site Monday to begin this year's audit. So far, Ms. Powers believes they are doing a great job, and they are doing an in-depth, solid review. Since KDL is working with a new firm, departments will have to provide a little more information than they have in the past few years, but then the process should go quicker in years to come.

Motion: Mr. Noreen moved to receive and file April 2018 finance reports as presented.

Support: Supported by Mr. Erlewein

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted one motion item, which was approved at the May 10, 2018 Lakeland Library Cooperative Board meeting:

- Election of Diane Kooiker as Treasurer of the Lakeland Board for the remainder of FY2017-2018 to replace Molly Walker.

Ms. Bruursema also noted that Marla Ehlers from GRPL gave a presentation on cultural intelligence.

IX. DIRECTOR'S REPORT – April 2018

Director Werner highlighted the following items:

- Director Werner invited Ms. Horlings up to give an update on the Fund Committee.
- At the last Fund Board meeting, Ms. Horlings and Joanna Hogan explained KDL's intentions to transform the Fund Board to a Fund Committee because the Fund Board did not have authority to designate dollars. In the future, the committee will function to provide contacts to help KDL engage with those who have the ability to give. The presentation Ms. Hogan and Ms. Horlings gave at the Fund Development meeting was similar to the one presented to the Board of Trustees at the March meeting.
- Ms. Horlings mentioned that she is working on a case for support to build a foundation for the question, "Why is KDL critical for the community?" and to provide a consistent message internally and externally. It is part of a new chapter for KDL.
- The Ada Capital Campaign has a strong start: they have raised 4.4 million on a 7 million goal for their riverfront park, library, and community center.
- A fourth author, Lori Rader-Day, has been confirmed for Literary Libations.

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The Board asked questions of staff regarding Literacy Libations and the Fund Committee transition and staff responded.

X. NEW BUSINESS

A. Foster Swift Investigation Results

Motion: Ms. Bruursema moved to waive the KDL Board's attorney-client privilege to discuss the Foster Swift Investigation results in open session.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

Chair Weller invited Karl Butterer from the law firm, Foster Swift, up to report on the investigations that were conducted regarding two allegations made against KDL's Director, Lance Werner. Prior to Mr. Butterer sharing the results, KDL's lawyer, Anne Seurnck, said the Board must vote to waive their attorney-client privilege in order to remain in open session and discuss the results in public. Chair Weller asked for a motion and expressed her preference for having the discussion in open session, citing transparency as her reason.

Mr. Butterer investigated two major allegations made against Mr. Werner: one for tampering with his reviews to make them more favorable, and another for improperly personally profiting from contracts with Bibliotheca. After an extensive investigation, the results concluded that the allegations are unfounded and there is no reasonable cause to believe either.

Mr. Butterer created written reports to memorialize what he looked at and who he spoke to, and how he came to his conclusions. Mr. Butterer left two binders that he created with the Board: the report and the underlying documents on which it is based.

A conversation between staff and Board members ensued.

Mr. Butterer exited the meeting at 6:23 p.m.

B. Election of Board Secretary

Motion: Ms. Bruursema moved to elect Craig Wilson as KDL Board Secretary.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

B. Resolution: SuperPartyWonderDay Special Liquor License

Motion: Mr. Noreen moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on August 5, 2018 for the SuperPartyWonderDay event at Millennium Park.

Support: Supported by Mr. Erlewein.

Ms. Bruursema – Yes	Mr. Erlewein – Yes	Mr. Noreen- Yes	Ms. Oliver – Yes
Ms. Weller – Yes	Ms. Willson– Yes	Mr. Wilson – Absent	

RESULT: Motion carried 6-0.

XI. LIAISON REPRESENTATIVE COMMENTS – None.

XII. PUBLIC COMMENTS – Mr. Cook commended Penny for initiating and going through with the investigations, and commended Lance for striving to be courageous and transparent. He appreciates how the situation was handled.

As a former Board secretary, Ms. Simpson gave some advice on what to do with the investigation reports and what to be wary of, like improper distribution or altering of the text by an unauthorized person. She said she felt it was important to attend this meeting as to support fine administrators that she worked with

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while serving on the Board. Ms. Simpson said that she is sorry that this happened and she, too, is eager to move on from it.

XIII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema spoke about the great Rural Libraries Workshop she attended in Traverse City, and said a number of branch managers from KDL were there to present and attend. The conference was held at the Grand Traverse Hotel with 500 in attendance and great food. Ms. Bruursema hopes to move on from all of the recent legal issues and continue to have open dialogue about things as they surface. Ms. Bruursema concluded by thanking Mr. Butterer for coming.

Mr. Erlewein: Mr. Erlewein thanked Ms. Tang for hosting the Board meeting.

Mr. Noreen: Mr. Noreen apologized for not attending the May meeting in person, especially since it was hosted at one of the libraries in his region, so he appreciates Ms. Cooper for arranging for him to participate in the meeting via telephone.

Ms. Oliver: Ms. Oliver thanked everyone for welcoming her and said she is excited to get to work in whichever capacities she can: serving on the Board, volunteering, fundraising, and just spreading the word about everything KDL has to offer.

Ms. Weller: Ms. Weller introduced Ms. Oliver as the new Board member for Region 4, and wanted her to know that they are so happy to have her on board. Ms. Weller said she has had a hard time the past couple of months with all of the legal issues, but hopes things will be better, especially since she is leaving for vacation in less than a week.

XIV. MEETING DATES

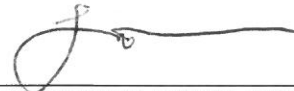
Regular Meeting: Thursday, June 14, 2018 – KDL Service & Meeting Center – 4:30 p.m.

XV. ADJOURNMENT

Motion: Mr. Erlewein moved for adjournment at 6:41 p.m.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Kent District Library

Information. Ideas. Excitement!

May 21, 2018

Alpine Twp.

Alto

Byron Twp.

To: The Kent District Board of Trustees

Caledonia Twp.

From: Cheryl Cammenga, Branch Manager, Kentwood (Richard L. Root) Branch Library

Cascade Twp.

Re: Branch Closing

Comstock Park

East Grand Rapids

Englehardt

(Lowell)

On behalf of the City of Kentwood I am requesting permission to close the Kentwood library on Saturday, August 11 to accommodate the Celebrate Kentwood event. The all-day event will be taking place in the library and adjoining parking lots. Library staff will be at the event in an outreach capacity.

Gaines Twp.

Grandville

Kelloggsville

Thank you for your consideration!

Kentwood

(Richard L. Root)

Krause Memorial

(Rockford)

Cheryl Cammenga

Branch Manager

Nelson Twp./Sand Lake

KDL, Richard L. Root Kentwood Branch

Plainfield Twp.

4950 Breton SE

Spencer Twp.

Kentwood, MI 49508

Tyrone Twp.

616-647-3919

ccammenga@kdl.org

Walker

Wyoming

**KDL Service and
Meeting Center**

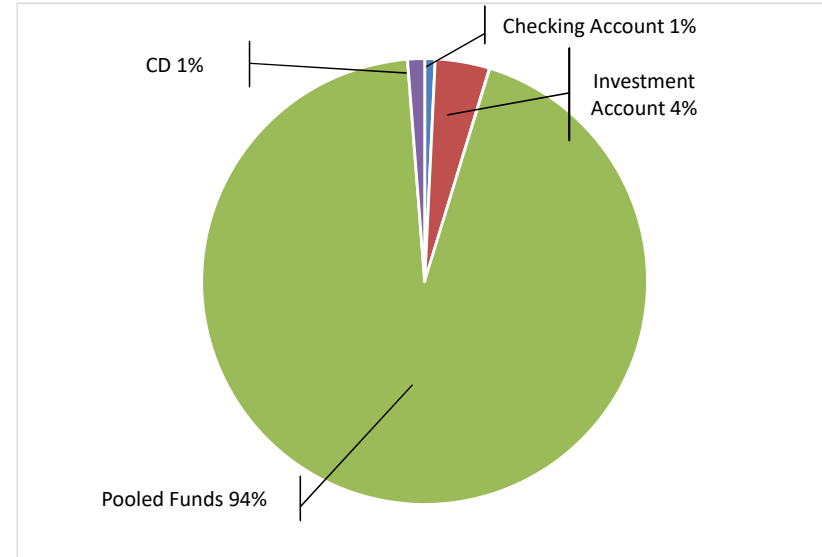
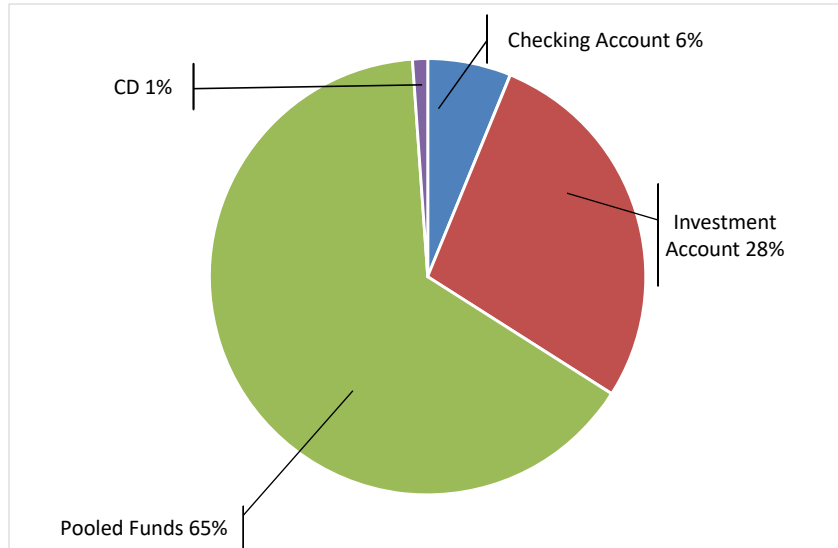
814 West River Center Dr. NE
Comstock Park, MI 49321

616-784-2007

Toll free 1-877-243-2466

kdl.org

Monthly Cash Position Per Bank Month ended May 31



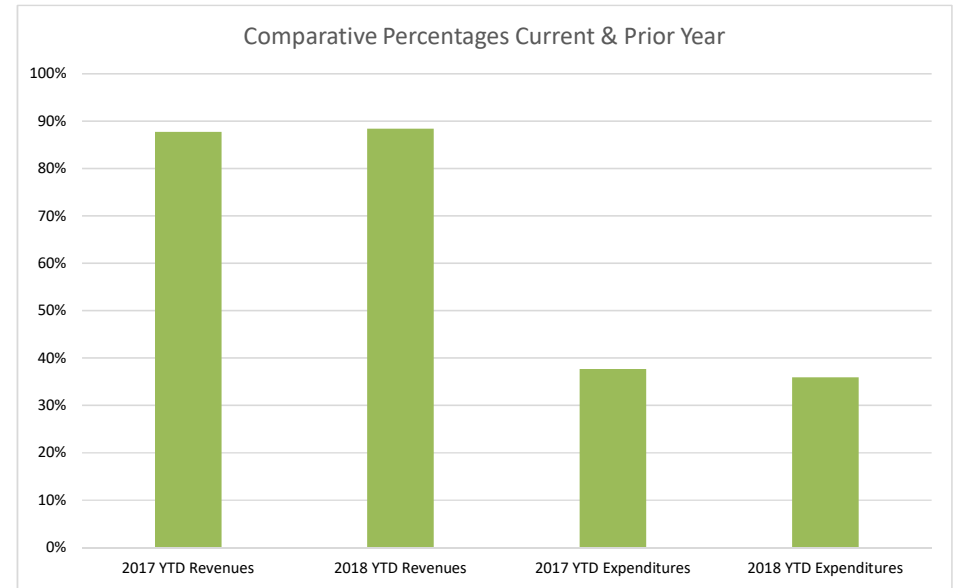
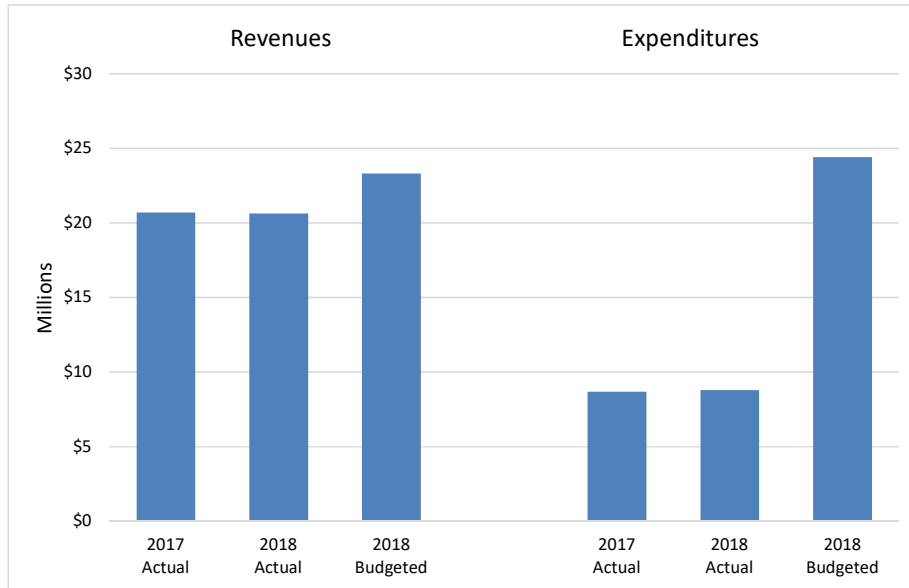
2018		
Account	Rate	Amount
Huntington Checking Account	0.166%	\$1,460,979.56
Huntington Investment Account	0.300%	\$6,570,735.09
*Kent County Pooled Funds	0.956%	\$15,317,872.07
First National Bank	1.240%	\$261,028.00
		<u>\$23,610,614.72</u>

2017		
Account	Rate	Amount
Huntington Checking Account	0.150%	\$160,796.04
Huntington Investment Account	0.300%	\$829,495.12
*Kent County Pooled Funds	0.845%	\$19,771,135.73
First National Bank	1.045%	\$255,973.16
		<u>\$21,017,400.05</u>

* Includes Trust Pooled fund balances

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

Monthly Revenues and Expenditures Month ended May 31



Budget to Actual with Prior Year Comparison

Revenues

2017 Actual	\$	20,709,093
2018 Actual	\$	20,631,672
2018 Budgeted	\$	23,321,286

Expenditures

2017 Actual	\$	8,682,505
2018 Actual	\$	8,780,652
2018 Budgeted	\$	24,407,982

Comparative Percentages Current & Prior Year

Account

Amount

2017 YTD Revenues	87.8%
2018 YTD Revenues	88.5%
2017 YTD Expenditures	37.7%
2018 YTD Expenditures	36.0%

Kent District Library
Board Budget to Actual
101 - General Fund
From 1/1/2018 Through 5/31/2018
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Taxes	20,309,054	21,261,500	(952,446)	(4)%
Licenses and Permits	1,678	2,500	(822)	(33)%
State Grants	22,061	610,000	(587,939)	(96)%
Contributions from Local Units	49,959	479,000	(429,041)	(90)%
Charges for Services	44,952	50,000	(5,048)	(10)%
Fines and Forfeitures	75,366	75,000	366	0 %
Investment Income and Rentals	79,918	83,500	(3,582)	(4)%
Other Revenue	48,685	709,786	(661,101)	(93)%
Other Financing Sources	0	50,000	(50,000)	(100)%
Total Revenues	20,631,672	23,321,286	(2,689,614)	(12)%
Expenditures				
Personal Services	5,204,753	14,215,459	9,010,706	63 %
Supplies	1,217,753	2,351,675	1,133,922	48 %
Other Services and Charges	1,450,707	4,060,711	2,610,004	64 %
Capital Outlay	907,440	3,755,137	2,847,698	76 %
Other Financing Uses	0	25,000	25,000	100 %
Total Expenditures	8,780,652	24,407,982	15,627,330	64 %
Excess Revenue Over (Under) Expenditures	11,851,020	(1,086,696)	12,937,716	(1,191)%

Kent District Library
Board Budget to Actual
245 - Business Consulting Special Revenue Fund
From 1/1/2018 Through 5/31/2018
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Charges for Services	27,324	100,000	(72,676)	(73)%
Other Revenue	0	1,000	(1,000)	(100)%
Total Revenues	27,324	101,000	(73,676)	(73)%
Expenditures				
Personal Services	6,285	60,000	53,715	90 %
Supplies	0	2,250	2,250	100 %
Other Services and Charges	22,026	12,750	(9,276)	(73)%
Total Expenditures	28,310	75,000	46,690	62 %
Excess Revenue Over (Under) Expenditures	(986)	26,000	(26,986)	(104)%

Kent District Library
Board Budget to Actual
271 - Fund Development Special Revenue Fund
From 1/1/2018 Through 5/31/2018
(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	26,409	93,500	(67,091)	(72)%
Other Financing Sources	0	25,000	(25,000)	(100)%
Total Revenues	26,409	150,505	(124,096)	(82)%
Expenditures				
Personal Services	41,521	90,601	49,080	54 %
Supplies	1,564	9,900	8,336	84 %
Other Services and Charges	3,269	49,845	46,576	93 %
Total Expenditures	46,354	150,346	103,992	69 %
Excess Revenue Over (Under) Expenditures	(19,945)	159	(20,104)	(12,644)%

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

	<u>YTD Ending May 31, 2017</u>	<u>YTD Ending May 31, 2018</u>	<u>Total Variance</u>
Revenues			
Taxes	20,074,670	20,309,054	234,384
Licenses and Permits	0	1,678	1,678
State Grants	149,184	22,061	(127,123)
Contributions from Local Units	-	49,959	
Charges for Services	55,889	44,952	(10,937)
Fines and Forfeitures	68,995	75,366	6,371
Investment Income and Rentals	47,927	79,918	31,990
Other Revenue	312,427	48,685	(263,743)
Total Revenues	<u>20,709,093</u>	<u>20,631,672</u>	<u>(77,421)</u>
Expenditures			
Personal Services	5,090,588	5,204,753	114,165
Supplies	935,382	1,217,753	282,371
Other Services and Charges	1,809,724	1,450,707	(359,017)
Capital Outlay	846,811	907,440	60,629
Total Expenditures	<u>8,682,505</u>	<u>8,780,652</u>	<u>98,147</u>
Excess Revenue Over (Under) Expenditures	<u>12,026,589</u>	<u>11,851,020</u>	<u>(175,568)</u>

Kent District Library
Board Budget to Actual
101 - General Fund
From 5/1/2018 Through 5/31/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Taxes					
4402 Current property taxes	0	20,143,001	21,075,000	(931,999)	(4)%
4412 Delinquent personal property taxes	2,877	13,192	12,000	1,192	10 %
4432 DNR - PILT	285	6,677	9,500	(2,823)	(30)%
4437 Industrial facilities taxes	0	146,185	165,000	(18,815)	(11)%
Total Taxes	3,161	20,309,054	21,261,500	(952,446)	(4)%
Licenses and Permits					
4478 Licenses and fees	0	490	0	490	0 %
4668 Royalties	1,188	1,188	2,500	(1,312)	(52)%
Total Licenses and Permits	1,188	1,678	2,500	(822)	(33)%
State Grants					
4540 State Aid	0	1,524	300,000	(298,476)	(99)%
4541 State aid - LBPH	0	20,537	0	20,537	0 %
4548 Renaissance Zone reimbursement	0	0	60,000	(60,000)	(100)%
4549 Personal Property tax reimbursement	0	0	250,000	(250,000)	(100)%
Total State Grants	0	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	49,959	49,959	25,000	24,959	100 %
Total Contributions from Local Units	49,959	49,959	479,000	(429,041)	(90)%
Charges for Services					
4650 Printing/fax fees	8,286	44,952	50,000	(5,048)	(10)%
Total Charges for Services	8,286	44,952	50,000	(5,048)	(10)%
Fines and Forfeitures					
4658 Overdue fines	13,459	75,366	75,000	366	0 %
Total Fines and Forfeitures	13,459	75,366	75,000	366	0 %
Investment Income and Rentals					
4665 Interest earned on deposits and investments	18,366	74,504	75,000	(496)	(1)%
4666 Interest Earned - Property Taxes	209	730	1,000	(270)	(27)%
4667 Building rental	453	4,684	7,500	(2,816)	(38)%
Total Investment Income and Rentals	19,027	79,918	83,500	(3,582)	(4)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	621,786	(621,786)	(100)%
4672 Local grants	0	2,860	10,000	(7,140)	(71)%
4673 Restricted donations	15,450	18,395	0	18,395	0 %
4674 Unrestricted donations	1,477	3,706	50,000	(46,294)	(93)%
4676 Reimbursement of expenditures	3,518	10,041	0	10,041	0 %
4677 Program contributions	0	2,132	0	2,132	0 %
4685 Materials replacement charges	868	10,571	25,000	(14,429)	(58)%
4686 Sale of assets	0	45	0	45	0 %
4688 Miscellaneous	147	934	3,000	(2,066)	(69)%
Total Other Revenue	21,461	48,685	709,786	(661,101)	(93)%
Other Financing Sources					
4699 Transfers in	0	0	50,000	(50,000)	(100)%
Total Other Financing Sources	0	0	50,000	(50,000)	(100)%
Total Revenues	116,541	20,631,672	23,321,286	(2,689,614)	(12)%

Kent District Library
Board Budget to Actual
101 - General Fund
From 5/1/2018 Through 5/31/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Expenditures					
Personal Services					
5700 Board Stipend	180	1,080	3,360	2,280	68 %
5701 Administrator wages	(686,394)	336,765	849,839	513,073	60 %
5702 Managers wages	307,597	724,914	2,137,350	1,412,436	66 %
5703 Support Staff wages	644,276	1,548,355	4,237,588	2,689,233	63 %
5704 Operations	512,575	1,220,922	3,280,529	2,059,606	63 %
5705 Interns	1,118	1,504	77,587	76,083	98 %
5706 Extra duty stipends	0	0	20,000	20,000	100 %
5708 Subs	42,930	91,218	247,000	155,782	63 %
5709 FICA	60,530	288,503	830,292	541,789	65 %
5716 Defined Benefit Pension Plan Expenditures	7,364	35,571	108,267	72,696	67 %
5717 Defined Contribution Pension Plan Contributions	14,951	70,840	436,439	365,599	84 %
5718 Employee Health Benefits	98,403	495,714	1,356,514	860,800	63 %
5719 Part-time Employee Health Benefits	0	32,543	220,000	187,457	85 %
5720 HSA/Flex	2,667	334,138	336,000	1,862	1 %
5723 Retiree Health Care OPEB	521	2,235	1,500	(735)	(49)%
5724 Life Insurance	1,974	9,829	25,190	15,360	61 %
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	1,150	5,550	15,750	10,200	65 %
5728 YMCA Membership Support	100	460	1,800	1,340	74 %
5730 Other Employee Benefits	0	1,865	4,355	2,490	57 %
Total Personal Services	1,009,943	5,204,753	14,215,459	9,010,706	63 %
Supplies					
5750 Processing Supplies	8,090	46,098	169,700	123,602	73 %
5751 Office Supplies	8,616	21,004	45,810	24,806	54 %
5752 Paper	5,311	12,468	19,095	6,627	35 %
5753 AV Supplies	310	4,610	17,000	12,390	73 %
5754 Disposable Technology <\$1000	2,125	17,514	236,145	218,631	93 %
5755 Maintenance Supplies - Custodial	973	3,935	5,160	1,225	24 %
5756 Water Cooler	707	3,889	2,300	(1,589)	(69)%
5757 Meeting Center Supplies	307	834	3,000	2,166	72 %
5759 Gas, Oil, Grease	136	413	3,500	3,087	88 %
5765 Wellness Supplies	107	990	5,000	4,010	80 %
5766 Team KDL Supplies	0	0	1,000	1,000	100 %
5767 New EE Shirts/Tote Bags	3,099	3,951	4,000	49	1 %
5768 Promotions Supplies	7,344	11,736	37,020	25,284	68 %
5769 Service Awards	2,398	3,056	4,200	1,144	27 %
5770 Other Awards/Prizes	7,834	74,408	84,550	10,142	13 %
5771 Beverages	0	93	0	(93)	0 %
5785 Cloud Library	0	450,000	937,680	487,680	52 %
5786 Hoopla	0	138,500	182,000	43,500	24 %
5787 Digital Collection	103,960	103,960	109,546	5,586	5 %
5788 Miscellaneous Electronic Access	(103,960)	166,516	181,108	14,592	8 %
5790 Books (not for circulation)	0	553	0	(553)	0 %
5791 Subscriptions	0	396	68,615	68,219	99 %

Kent District Library
Board Budget to Actual
101 - General Fund
From 5/1/2018 Through 5/31/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5792	Software Subscription	43,348	105,406	86,881	(18,525)	(21)%
5794	Outreach Supplies	1,222	11,628	15,085	3,457	23 %
5795	Programming Supplies	8,678	21,199	40,570	19,371	48 %
5796	Youth Programming Supplies	198	3,440	42,600	39,160	92 %
5797	Teen Programming Supplies	1,632	3,940	8,770	4,830	55 %
5798	Adult Programming Supplies	617	3,232	5,900	2,668	45 %
5799	Miscellaneous Supplies	1,572	3,981	35,440	31,459	89 %
	Total Supplies	104,622	1,217,753	2,351,675	1,133,922	48 %
	Other Services and Charges					
5801	Professional Services	4,689	4,789	20,000	15,211	76 %
5802	Public Relations Consultant	0	3,837	10,000	6,163	62 %
5803	IT Consultant - Consulting Svcs.	0	0	8,400	8,400	100 %
5804	Other Consultants	950	3,200	20,000	16,800	84 %
5805	Audit Services	0	2,500	31,500	29,000	92 %
5806	Legal Services	5,795	14,330	16,500	2,171	13 %
5808	ILS Consultant	0	0	200,000	200,000	100 %
5811	IT Contracted Services	6,980	38,520	113,400	74,880	66 %
5812	HR Contracted Services	8,474	9,113	2,000	(7,113)	(356)%
5813	Delivery Services	5,784	40,774	130,000	89,226	69 %
5814	Security Services	9,515	32,809	43,400	10,591	24 %
5815	KDL Cruisers	5,000	15,000	30,000	15,000	50 %
5816	Employment Recruiter	113	838	5,000	4,163	83 %
5817	Lakeland Library Co-op services	0	1,969	4,500	2,532	56 %
5818	Shredding services	0	151	1,050	899	86 %
5819	Drug Screenings/background checks	0	641	3,500	2,859	82 %
5820	Other Professional Services	0	825	7,000	6,175	88 %
5822	Maintenance Contracts	0	0	4,300	4,300	100 %
5823	Inspection Services	0	912	1,500	588	39 %
5827	Catering	455	1,204	4,250	3,046	72 %
5829	Custodial/cleaning services	430	2,150	18,810	16,660	89 %
5830	Other Contracted Services	24,752	51,230	48,400	(2,830)	(6)%
5834	Wellness Services	691	781	5,000	4,219	84 %
5835	Team KDL Services	0	621	10,000	9,379	94 %
5836	Employee Care (Flowers, Etc)	160	160	0	(160)	0 %
5848	Mobile Hotspots	1,494	11,617	81,625	70,008	86 %
5849	Cell Phones/ Stipends	1,981	11,403	32,940	21,537	65 %
5850	Telephones	4,858	21,232	77,111	55,879	72 %
5851	Mail/Postage	171	1,320	8,305	6,985	84 %
5852	Internet/Telecomm Services	57,965	280,424	672,500	392,076	58 %
5860	Parking	15	259	1,490	1,232	83 %
5861	Mileage Reimbursement	1,961	12,211	46,457	34,246	74 %
5865	Programming Services	2,800	10,970	24,380	13,410	55 %
5866	Youth Programming Services	0	0	250	250	100 %
5867	Teen Programming Services	581	1,031	370	(661)	(179)%
5868	Adult Programming Services	349	2,009	6,500	4,491	69 %
5873	Website	9,601	61,005	118,845	57,840	49 %
5874	Employment Advertising	0	140	1,500	1,360	91 %
5875	System Advertising - Print	1,946	12,480	55,000	42,520	77 %
5876	System Advertising - Radio	0	0	5,000	5,000	100 %

Kent District Library
Board Budget to Actual
101 - General Fund
From 5/1/2018 Through 5/31/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5877	System Advertising - TV	4,132	5,984	20,000	14,016	70 %
5878	System Advertisting - Social Media	100	158	14,000	13,842	99 %
5884	Photography	48	1,670	6,700	5,030	75 %
5885	Speakers/Performers	22,181	38,246	116,830	78,584	67 %
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	30,983	50,011	239,430	189,419	79 %
5893	Marc Records License	101	101	7,500	7,399	99 %
5900	Printing and Publishing	1,082	6,512	37,677	31,165	83 %
5901	Printing and Publishing - Kaleidoscope	2,700	5,619	15,000	9,381	63 %
5906	Promotions/Marketing	868	1,421	9,590	8,169	85 %
5907	Sponsorships/Donations	0	0	2,000	2,000	100 %
5910	Professional Development	12,162	40,848	102,795	61,947	60 %
5911	Conferences	728	21,114	62,005	40,891	66 %
5912	Meetings	563	1,380	13,250	11,870	90 %
5913	Travel/Lodging	3,802	48,606	125,410	76,804	61 %
5915	Memberships	3,062	11,182	41,723	30,541	73 %
5916	Dues and Fees	77	1,931	6,540	4,609	70 %
5918	Water/Sewer	413	4,013	3,500	(513)	(15)%
5919	Waste Disposal	307	1,747	7,200	5,453	76 %
5920	Electric	5,048	23,837	68,000	44,163	65 %
5921	Natural Gas	1,090	7,806	7,500	(306)	(4)%
5925	Snowplowing	1,840	9,642	8,115	(1,527)	(19)%
5926	Lawn/Landscaping	497	497	3,700	3,203	87 %
5928	Branch Maintenance Fees	0	95,061	387,282	292,221	75 %
5929	Land Repair and Maintenance	0	0	1,000	1,000	100 %
5930	Building Repair and Maintenance	2,097	6,113	39,500	33,387	85 %
5931	Equipment Repair and Maintenance	1,267	4,008	219,240	215,233	98 %
5932	Vehicle Repairs and Maintenance	0	810	4,070	3,260	80 %
5933	Software & IT Hardware Maintenance Agreements	2,237	210,277	28,540	(181,737)	(637)%
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	579	2,538	13,055	10,517	81 %
5941	Printer/Copier Leases	8,003	33,960	64,445	30,485	47 %
5950	Airport Free Library	0	0	4,800	4,800	100 %
5955	Miscellaneous	(8,880)	1,965	14,070	12,105	86 %
5956	Other Benefits Administration Fees	473	2,013	300	(1,713)	(571)%
5957	Pension Administration Fees	0	0	3,000	3,000	100 %
5958	Payroll processing fees	7,004	25,798	55,000	29,202	53 %
5960	Banking Fees	941	4,801	7,500	2,699	36 %
5961	TSYS/Credit Card Fees	0	0	7,600	7,600	100 %
5964	Property Tax Reimbursement	0	17,206	75,000	57,794	77 %
5965	MEL Return Items	109	946	1,000	54	5 %
Total Other Services and Charges		263,121	1,450,707	4,060,711	2,610,004	64 %
Capital Outlay						

Kent District Library
Board Budget to Actual
101 - General Fund
From 5/1/2018 Through 5/31/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5971	Land	0	50	0	(50)	0 %
5974	Land Improvements - Depreciable	4,709	27,417	18,000	(9,417)	(52)%
5975	Building Improvements - Non-Depreciable	0	190	8,200	8,010	98 %
5976	Building Improvements - Depreciable	5,925	7,925	429,000	421,075	98 %
5977	Technology - Non-Depreciable (\$1000-4999)	0	56,756	638,991	582,235	91 %
5978	Technology - Depreciable (5,000+)	0	7,499	533,025	525,527	99 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	7,038	44,577	120,742	76,165	63 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	3,761	120,800	117,039	97 %
5982	Collection Materials - Depreciable	113,356	528,898	1,207,055	678,157	56 %
5983	CD/DVD Collection Materials - Non-Depreciable	47,489	229,859	613,550	383,692	63 %
5984	Beyond Books Collection - Non-Depreciable	66	509	65,775	65,266	99 %
	Total Capital Outlay	178,582	907,440	3,755,137	2,847,698	76 %
	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	1,556,267	8,780,652	24,407,982	15,627,330	64 %
	Excess Revenue Over (Under) Expenditures	(1,439,726)	11,851,020	(1,086,696)	12,937,716	(1,191)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 5/1/2018 Through 5/31/2018

Check Number	Vendor Name	Check Amount	Check Date
1671131	Arrowaste	306.69	5/11/2018
181050000574	Priority Health	127,756.67	5/1/2018
300623	Paychex	112.50	5/18/2018
377182	123.Net, Inc	2,928.00	5/8/2018
4152018a	The Huntington Bank - Michigan	(50,668.66)	5/1/2018
4152018b	The Huntington Bank - Michigan	50,668.66	5/1/2018
5152018	The Huntington Bank - Michigan	43,733.54	5/31/2018
616984202205	At&T	134.30	5/31/2018
616R10403104	At&T	3,269.50	5/1/2018
74233	Accountemps	856.00	5/4/2018
74234	Advantage Label & Packaging, Inc	8,473.00	5/4/2018
74235	Alan Gratz	5,000.00	5/4/2018
74236	All Season Lawn Care	5,205.60	5/4/2018
74237	Amanda Chasspe	12.99	5/4/2018
74238	Andrew Erlewein	30.00	5/4/2018
74239	Betty-Ann Boss	10.05	5/4/2018
74240	Blackstone Audio Inc	973.97	5/4/2018
74241	Caledonia Chamber Of Commerce	90.00	5/4/2018
74242	Calvin College Hekman Library	150.00	5/4/2018
74243	CareATC, INC	32,438.00	5/4/2018
74244	Carlita Gonzalez	19.28	5/4/2018
74245	Carrie Wilson	32.66	5/4/2018
74246	Cedar Springs Theatre Association	90.00	5/4/2018
74247	Comerica Bank	41,135.33	5/4/2018
74248	Cooperfly Creative Arts	375.00	5/4/2018
74249	Craig Wilson	44.04	5/4/2018
74250	Delta Dental Of Michigan	353.22	5/4/2018
74251	Dk Security	9,045.50	5/4/2018
74252	Emily Lofquist	89.60	5/4/2018
74253	Employee Assistance Center (Eac)	255.00	5/4/2018
74254	Ghost Pony Press	37.29	5/4/2018
74255	Grand Rapids Building Services	430.00	5/4/2018
74256	Grand Valley State University Libraries	40.00	5/4/2018
74257	Heart Of West Michigan United Way	478.00	5/4/2018
74258	Interpersonal Frequency	23,000.00	5/4/2018
74259	Jackson College	19.99	5/4/2018
74260	Kaitlin Tang	121.42	5/4/2018
74261	Kathryn Boylan	27.00	5/4/2018
74262	Kyle Wellfare	100.00	5/4/2018
74263	Lakeland Library Cooperative	10.00	5/4/2018
74264	Lynn Porter	1,084.99	5/4/2018
74265	Marcel Price / Fable The Poet	400.00	5/4/2018
74266	Max Lockwood	250.00	5/4/2018
74267	Midwest Collaborative For Library Services	57,879.95	5/4/2018
74268	Nationwide	318.48	5/4/2018
74269	Open Systems Technologies	4,961.25	5/4/2018
74270	Pam Spring Advertising, Llc	522.50	5/4/2018
74271	Pinckney Community Public Library	15.00	5/4/2018
74272	Robert Half	3,329.63	5/4/2018
74273	Sarah Ann Weller	37.02	5/4/2018
74274	Sherrie Willson	44.04	5/4/2018
74275	Shirley Bruursema	94.56	5/4/2018

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 5/1/2018 Through 5/31/2018

Check Number	Vendor Name	Check Amount	Check Date
74276	Showcases	780.30	5/4/2018
74277	South Haven Memorial Library	19.95	5/4/2018
74278	Spring Arbor University	24.99	5/4/2018
74279	Springshare Llc	1,749.00	5/4/2018
74284	Staples Business Advantage	4,939.55	5/4/2018
74285	Strategic Fundraising Coach	500.00	5/4/2018
74286	Systems Technology Group	495.00	5/4/2018
74287	Tarry Hall Roller Rink	496.00	5/4/2018
74288	The Diatribe	400.00	5/4/2018
74289	Traverse Area District Library	12.95	5/4/2018
74290	Uaw Local 2600	6,984.46	5/4/2018
74291	University of Michigan Ann Arbor	150.00	5/4/2018
74292	Vicki Harris	17.99	5/4/2018
74293	Waterford Township Public Library	25.00	5/4/2018
74294	Western Michigan University	28.95	5/4/2018
74295	KAREN SMALL	21.19	5/25/2018
74298	Absopure Water Company	1,061.65	5/25/2018
74299	Accountemps	6,780.08	5/25/2018
74300	ACP Entertainment, Inc.	1,045.00	5/25/2018
74301	Advantage Label & Packaging, Inc	4,138.15	5/25/2018
74302	All Season Lawn Care	1,417.00	5/25/2018
74303	Andrew Erlewein	50.71	5/25/2018
74304	At&T Long Distance	40.77	5/25/2018
74305	Audiocraft Publishing Inc	75.51	5/25/2018
74313	Baker & Taylor	34,312.32	5/25/2018
74314	Bangarang Circus	1,750.00	5/25/2018
74315	Bibliotheca, Llc	1,219.73	5/25/2018
74316	Blackstone Audio Inc	1,419.50	5/25/2018
74317	Caitlin S. Oliver	55.07	5/25/2018
74318	Carlita Gonzalez	17.50	5/25/2018
74319	Carrie Wilson	185.63	5/25/2018
74320	Cdw Government, Inc.	5,385.00	5/25/2018
74321	Cedar Springs Rotary	115.00	5/25/2018
74322	Center Point Publishing	44.34	5/25/2018
74323	Central Michigan Paper	924.00	5/25/2018
74324	Charlot Grasmeyer	450.00	5/25/2018
74325	Cherry Lake Publishing/Sleeping Bear Press	246.25	5/25/2018
74326	Comcast Cable	554.70	5/25/2018
74327	Comerica Bank	20,251.73	5/25/2018
74328	Comstock Park Rotary	115.00	5/25/2018
74329	Crystal Logan-Syrewicze	6.20	5/25/2018
74330	Dk Security	9,396.00	5/25/2018
74331	DWD Technology Group	3,187.00	5/25/2018
74332	Elizabeth Chipman	25.35	5/25/2018
74333	Everstream Holding LLC- Michigan	47,156.64	5/25/2018
74334	Faith Kuzma	200.00	5/25/2018
74335	Faronics	29,983.09	5/25/2018
74336	Federal Armored Truck, Inc	119.33	5/25/2018
74337	Findaway World, Llc	923.81	5/25/2018
74338	Foster, Swift, Collins & Smith, P.C.	5,795.00	5/25/2018
74339	Freedom Lifted LLC	2,000.00	5/25/2018
74340	Gale/Cengage Learning	597.40	5/25/2018

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 5/1/2018 Through 5/31/2018

Check Number	Vendor Name	Check Amount	Check Date
74341	Geoffrey Akins	3,900.00	5/25/2018
74342	Gordon Water Systems	35.10	5/25/2018
74343	Gr Bikes, LLC	2,500.00	5/25/2018
74344	Grand Rapids Building Services	430.00	5/25/2018
74345	Graphic Arts Service & Supply	23.80	5/25/2018
74346	Greatamerica Financial Svcs.	5,035.92	5/25/2018
74347	Harsha Gohil	1,060.00	5/25/2018
74348	Heart Of West Michigan United Way	239.00	5/25/2018
74349	Holland Litho Printing Services	5,619.15	5/25/2018
74350	Hoogerhyde Safe & Lock, Inc	268.00	5/25/2018
74351	Imagequest Screenprinting & Embroidery	107.40	5/25/2018
74370	Ingram Library Services Llc	44,640.23	5/25/2018
74371	Integrity Business Solutions	4,480.96	5/25/2018
74372	Interpersonal Frequency	8,837.50	5/25/2018
74373	IP Consulting, Inc.	2,208.87	5/25/2018
74374	Kaitlin Tang	9.99	5/25/2018
74375	Lake Michigan Credit Union	5.00	5/25/2018
74376	Lakeland Library Cooperative	120.00	5/25/2018
74377	Lance Werner	52.20	5/25/2018
74378	Legal Shield	664.89	5/25/2018
74379	Lewis Paper	2,751.15	5/25/2018
74380	Library Ideas, Llc	560.00	5/25/2018
74381	Linda Grit	600.00	5/25/2018
74382	Lindsey Dorfman	10.67	5/25/2018
74383	Lorito Books	111.39	5/25/2018
74384	Mason County District Library	6.00	5/25/2018
74385	Mbk Corporate Promotions, Llc	4,042.47	5/25/2018
74386	Michigan Office Solutions (Mos)	2,966.62	5/25/2018
74400	Midwest Tape	32,622.83	5/25/2018
74401	Mlive Media Group	1,186.00	5/25/2018
74402	Nationwide	373.44	5/25/2018
74403	Nicole Schindler	5.99	5/25/2018
74404	Noordyk Business Equipment	1,745.25	5/25/2018
74405	Norm Streeter	25.99	5/25/2018
74406	Open Systems Technologies	5,973.75	5/25/2018
74407	Pat Rosioniec/Cascade Circulation Manager	29.73	5/25/2018
74408	Patricia Reid	1,372.66	5/25/2018
74410	Penguin Random House, Llc.	1,923.50	5/25/2018
74411	Plainfield Charter Township	412.98	5/25/2018
74412	Plc - Sbd Grand Island	2,654.71	5/25/2018
74413	Porter Street Pictures	34.99	5/25/2018
74414	RECORDED BOOKS, INC	2,334.16	5/25/2018
74415	Robert Half	16,691.25	5/25/2018
74416	Sabopr	2,996.93	5/25/2018
74417	Samantha Greeson	26.95	5/25/2018
74418	Same Day Delivery, Inc	6,266.00	5/25/2018
74419	Sarah Ann Weller	62.70	5/25/2018
74420	Scholastic Library Publishing	1,223.95	5/25/2018
74421	Sherrie Willson	73.60	5/25/2018
74422	Shirley Bruursema	299.80	5/25/2018
74423	Specialty Vehicle Services Llc	3,725.00	5/25/2018
74424	St Clair Shores Public Library	24.95	5/25/2018

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 5/1/2018 Through 5/31/2018

Check Number	Vendor Name	Check Amount	Check Date
74429	Staples Business Advantage	3,931.49	5/25/2018
74430	Susan VandenBerg	180.00	5/25/2018
74431	Tamara Reaume	16.99	5/25/2018
74432	Tasc	81.00	5/25/2018
74433	Thomas M. Plunkard	2,400.00	5/25/2018
74434	Trivalent Group, Inc-Systems Division	25,554.60	5/25/2018
74435	Uaw Local 2600	3,458.19	5/25/2018
74436	Weathershield Roofing Systems	1,228.34	5/25/2018
74437	West Michigan Office Interiors	5,925.00	5/25/2018
74438	William Jamerson	23.00	5/25/2018
74439	Wolverine Power Systems	871.62	5/25/2018
74440	Wolverine Printing Company	121.05	5/25/2018
74441	Woodlands Library Cooperative	20.00	5/25/2018
74442	World Affairs Council Of Western Michigan	5,000.00	5/25/2018
910020326757 05	Dte Energy	1,089.54	5/7/2018
9422831407	At&T	1,453.97	5/31/2018
9804528459	Verizon Wireless - MiFy Routers & Cell phones	1,422.82	5/3/2018
9804528460	Verizon Wireless - Hot Spots and Service	2,538.34	5/3/2018
9804568330	Verizon Wireless - Router and Data Services	54.70	5/3/2018
B1-5149755	Iserv Company	4,115.00	5/2/2018
Elec A 05-2018	Consumers Energy	3,979.37	5/10/2018
Elec B 05-2018	Consumers Energy	1,068.31	5/15/2018
RIS0001842896	Delta Dental Of Michigan	324.83	5/14/2018
Report Total		812,042.93	

LAKELAND LIBRARY COOPERATIVE

Board Meeting

Kent District Library Service Center

May 10, 2018

Unofficial

MINUTES

Board Present: Shirley Bruursema, Sharon Engelsman, Martha Ferriby, Teresa Kline, Diane Kooiker, John McNaughton, Kelly Richards, Molly Walker

Board Absent: Lance Werner

Call to order The meeting was called to order at 9:35 a.m. by President Kline. The roll-call sign-up sheet was circulated. Marla Ehlers introduced John McNaughton, new director of the Grand Rapids Public Library and new GRPL Lakeland Board representative.

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

Questions From Members with Board President/Cooperative Director Answers

There were no questions submitted before the meeting.

Public Comment No public comment.

Minutes

-- April 12, 2018 Minutes

Motion by McNaughton to approve the minutes of the April 12, 2018 meeting.
Seconded by Kooiker. Motion carried.

Financial Report

-- April Balance Sheet

-- March Investment Report

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

President's Report Kline reported that she has been meeting with director, Carol Dawe weekly.

Cooperative Director's Report

-- Written Report

There were no questions about the written report. Carol reported she has received several questions from member libraries and listed some of the topics which include the status of the opioid bills and questions about board development. She has purchased a single license for a video for library directors on the topic of working with local board members. She will send out the link for those who are interested.

She has also fielded questions on millage elections, hiring interim directors and a mentor program. Internally staff is working on the budget, delivery staffing, the ILS Strategic Plan, and Overdrive. She has visited all member libraries, her last visit will be to Dorr Township Library on Friday, May 11.

--Delivery Bi-Annual Report

There were no questions on the reports which were provided in the packet.

Committee Reports

--ILS Council Unofficial April 12, 2018 Minutes – Included in the packet

--ILS Council Unofficial April 12, 2018 Special Meeting Minutes – Included in the packet

Unfinished Business – No unfinished business

New Business

Nomination of Treasurer

Motion by Ferriby to elect Diane Kooiker as Treasurer of the Lakeland Board for the remainder of FY2017-2018 to replace Molly Walker. Seconded by Richards. Motion carried.

Walker's last day at the Henika District Library is May 15, 2018. She has accepted a new position in Valdez AK.

Public Comment

No public comment.

Board Comments

Molly Walker thanked everyone for their support during her tenure as director of the Henika District Library. She is looking forward to taking on her new position in Valdez AK and hopes that we keep in touch with her.

John McNaughton stated that he is excited be at Grand Rapids Public Library and he is looking forward to working with everyone in Lakeland.

Shirley Bruursema reported that there were several trustee training opportunities at the recent Rural Library Conference. She was pleased that there were a few Lakeland member library staff at the conference.

Kelly Richards noted that there are a couple of open positions at MADL which they are working to fill.

Marla Ehlers (GRPL) presented the Board Development section of this meeting. She gave a brief presentation on Cultural Intelligence (CQ). She is a facilitator for Cultural Intelligence (CQ) workshops for libraries. She has done several workshop and conference sessions for library organizations in Michigan and other states.

Adjournment

The meeting was adjourned at 10:28 a.m.

The next meeting will be held on Thursday, June 14, 2018 at 9:30 a.m. at the Kent District Library Service Center.

Minutes submitted by,

Sheryl VanderWagen
ILS Manager

BRANCH UPDATES

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



Alto

Alto works with just one nearby school, Alto Elementary, which has over 500 students. If the visits happen too soon, it is difficult for some of the younger kids to realize Summer Reading is not happening for a few weeks, so the visits happen close to the end of the year. This, of course, brings the problem of getting to all of the classes while not conflicting with the many end-of-year field trips. Some years it can be done in two trips, but this year it will take five. Staff have noticed a difference in participation between doing “big” visits and visiting every classroom. It’s harder, but worth it to visit each one.

When visiting the classrooms, staff show the logs for all ages and the posters of all the programs coming up. The students get the program bookmarks with the teacher. Alto staff has a very close relationship with the school, and email the teachers when they can expect the staff. A minor adjustment to visiting every classroom: the

three Second Grade classes all walk to the library. They get the same information as the other classes, plus some book talks and Q&A about the library. This has become a bit of a tradition for us.

In order to get the students to understand the reading slide over the summer, staff chose an illustration of moving a 50lb bag of cement. Students were asked if they would rather carry the 50lb bag or put it in a wagon and pull it (they chose the wagon of course ☺). Staff then said that if they can read 20 minutes a day then starting school next fall will be like using the wagon... it will be much simpler.

If the weather cooperates (not raining, not too hot, not too cold, etc.), on Friday staff will pass out the *Alto/Englehardt Program Guide* to the parents in the car line who come to pick up their kids.

Along with Alto Elementary, staff try to remember to reach out to local Home Schoolers. It’s easy when kids show up during school hours. For the homeschool families that come later in the day, staff gives out the program bookmarks, and summer reading decorations are up to spur the conversations.

Alpine

At Alpine Township Branch, staff are holding a Summer Reading assembly at Alpine Elementary promoting K-5 and Teen Summer Reading. Anne and Hannah, Alpine’s awesome youth paraprofessionals, put this event together with Principal Snyder. They will go in and get all the children excited and enthusiastic about the great programs KDL offers, including a new program for us, Touch-A-Truck. During this assembly staff will reach over 400 children!

Byron Township

At KDL's Byron Twp. branch, the strong partnership that staff have formed with local schools was the success of the summer reading program last year (2nd highest in the district). Staff hope to carry on this relationship in hopes of having another successful summer reading outcome. This year, youth staff coordinated summer reading assemblies at seven local schools to promote library programs and initiatives and distribute applicable media:

- Byron Center Christian Young 5s-2nd grade
- Zion Christian (K-6th)
- Marshall Elementary (K-4th)
- Byron Charter 1st grade
- Byron Center Preschool Young 3s
- Countryside Elementary Kindergarten
- Brown Elementary (K-4th)



Through these efforts, it is estimated that 15,000 students and teachers will have information on the KDL Summer Reading program. We have also partnered with the Byron Center Public Schools to distribute promotional media to their middle and high-schools. While staff work hard to promote summer reading initiatives each year, we believe that creating strong school partnerships is a year-round effort. As such, staff visit many of these same schools on a monthly basis to provide storytime services, promote library initiatives, and gather feedback to find out how to better meet the needs of the schools and their students. We're very fortunate to have this opportunity and look forward to another fantastic season of summer reading at the Byron Twp. branch!

Cascade

The staff at the Cascade Township branch have been in full swing promoting Summer Reading in the local Forest Hills schools. Jacque Viol, Youth Specialist, recently spent a morning with Sara Proano visiting Ada Vista School. They did string stories (a Jacque Viol specialty!) and talked about Summer Reading to their 500 students. Thornapple Elementary is next on her list, where she will do string stories and promote SRC in their K-4 classrooms. The other buildings have a busy spring schedule that precluded staff book talks, but we will be dropping off bookmarks highlighting the summer programs to Pine Ridge, Meadow Brook, Collins and Ada Elementary. Brittany Hill has been promoting summer reading through her KDL Lab outreach events, and the upcoming Teen Cram event (a teens-only Sunday where they have the run of the library to cram for exams) is another opportunity to promote KDL SRC among local teens.

In June, Nanette Zorn will be kicking off an outreach to the local YMCA day camp, reading stories, hosting STEM activities, and promoting SRC to literally hundreds of children over the course of the summer. Also, promotion of the programs will continue through Miss Brittany's ongoing Monday night storytimes at Ada Christian School and through the partnership with Pine Ridge Elementary, which hosts a summer book exchange at the summer concert with the Porter Family. The calendar is extraordinarily full of teen and children's events this summer and the halls will be humming. The adults have not been forgotten either! The hope is to draw in some new adult participants through the new KDaLe Bookclub at Thornapple Brewing Company. Happy Summer Reading!

Comstock Park

Students are very excited for summer reading at the Comstock Park branch! At Comstock Park elementary and middle schools, youth staff have visited classrooms, shared announcements, promoted summer programs at first grade library LEAP visits, and shared the awesome plans for summer at the middle school book talks. Staff love to share which presenters will be coming the Comstock Park community and share some of the favorite books KDL purchased for the kids this summer.

Additionally, staff have promoted summer reading at Rainbow Daycare and Headstart programs, reaching a total of 830 children and students! Last year we were pleased to run out of reading prizes more than once – staff is proud that Comstock Park kids are as excited about reading as they are!

East Grand Rapids

The youth staff are busy in May! This year, East Grand Rapids youth staff made 26 visits to schools, groups of kids at assemblies, and individual classrooms. Approximately 1,400 children, tweens and teens in East Grand Rapids heard about KDL's Summer Reading Program. It is wonderful to have teachers who support the Summer Reading Program by highlighting it with their students and giving library staff time to talk with kids.

The Summer Reading Program promotions are often the last storytime or book talk visit the youth staff member makes to a classroom for the year. In addition to the "usual" program, the importance of reading over the summer is highlighted, and the opportunity for prizes is emphasized. The staff also point out the series of programs the library offers in the summer; that usually gets a good response.

Sarah Yoder, who does the outreach for younger kids, found it could be hard for some of the younger students to grasp how long 20 minutes is – it seemed far too long (and every day!) to read for some children. Sarah then tells stories for 15 minutes. At the end, she lets them know that was 15 minutes, almost as long as they need to read! She encourages them to do the reading every day because they can read that long.

People who come into the library are reminded about the Summer Reading Program with a great display on both floors. On the lower level, the children and teen space, the exciting programs are highlighted, as well as the prizes. On the upper level, the prizes are highlighted as well as many resources to help participants find something they enjoy reading. It is a busy and fun time in the library!

Gaines

Gaines Youth Librarian Tisha contacted all of the designated schools and requested to visit the students to talk about summer reading. Not all of the schools were receptive to onsite visits, but there were requests from several schools. All of the designated schools were e-mailed information about the Summer Reading Program at the library to include in their parent newsletters.

Gaines Youth Paraprofessional Clare spoke about the summer reading program and about volunteer opportunities at the library at Valleywood Middle School during Lit. Lunch. She reached 50 teens this way. She handed out bookmarks with the dates of programs as well as some outreach goodies to get them excited about KDL. Clare also hyped up the Summer Reading program at Explorer Elementary to 170 children.

On May 30, Gaines had 60 Kindergarteners, their parents and teachers visit from Southwood Elementary School to find out about Summer Reading and the library. Tisha told them all about Summer Reading and the programs KDL will be having, read them stories, and gave them a tour of the children's area of the library.

On May 31, Clare and Tisha went to Cross Creek Charter Academy. They attended the 6th-8th grade school assembly and Clare told students about the Teen Summer Reading and Teen programming. They then headed to the school library where they met with grades PreK/Kindergarten-5th one class at a time. In total, they talked to 747 students!

Grandville

Every year, Grandville youth staff work themselves ragged trying to get to as many schools as possible to promote the Summer Reading Program with Grandville students. This year, Kris and Katie visited all eight schools in the Grandville area, completing roughly 45 presentations between the two of them, and spoke to over 2,500 children. These visits are exhausting for them, and keep branch staff on their toes with being short-staffed in the building, but they are worth it. These visits are what help us get roughly 2,000 completers each summer at Grandville.

In addition to that, both Katie and Sara had end-of-the-year mobile library visits at the high school and middle school, and were able to share with anyone who visited the tables about Summer Reading Club.

One highlight visit each summer, including this year, is with the 6th graders from South Elementary School. Instead of us going to them, they like to come to us. This year their 6th graders came and visited the branch and Katie was able to give them her summer reading talk, book talks and give them a tour of the library. The kids all had time to look for books and check things out. Their enthusiasm each year is contagious, and staff love seeing how excited they are both for summer, but also for the books they are looking for. All in all, it's been a busy month, but Grandville is ready for summer!



Katie and Kris standing behind the Summer Reading table in the library, ready to welcome kids!

KDL Service and Meeting Center

The KDL Service and Meeting Center has gone through some changes recently. The landscaping in front of the building and in front of the digital sign was completed and it looks amazing! It really changes the look, and best of all, the plants will grow and cover the utility boxes out front. The trail access is almost completed as well. The bike fix-it station is up, along with a Little Free Library. The first few hours saw multiple people looking for books and pumping up their tires. The best story came from Brian Mortimore, who saw an older gentleman sitting in the shade on the picnic table reading a book. This gentleman rides his bike everyday on the White Pines Trail and rides around the parking lot. That day, he was able to rest in the shade and read a book that potentially would have been recycled. This project should be completed soon with light poles going up to give more lighting to the entrance.



This gentleman rides his bike everyday on the White Pines Trail and rides around the parking lot. That day, he was able to rest in the shade and read a book that potentially would have been recycled. This project should be completed soon with light poles going up to give more lighting to the entrance.

The mezzanine project has started and staff are excited to have this completed so all the areas being used for storage can go back to normal. Missy Lancaster formed a team to get together to review products for the lift system. These users are most likely to be using the equipment to get boxes and pallets to the second floor. The roof and HVAC RFP was posted on May 30 and a mandatory pre-bid meeting is set for June 13. The mandatory meeting will be an opportunity for potential bidders to get the full aspect of the job and to be able to get on the roof

and to view the HVAC system. The RFP will end on June 19 with a public opening. Lindsey Dorfman, Laura Powers, Charlie Appleby and Missy Lancaster will review all bids and present the Board with a company and contract recommendation in July.



Volunteer Report

The Election Inspector Recruitment Campaign is set to launch in June. KDL communications team created materials to be shared at the branches and across digital platforms, including social media, to encourage library folks to get engaged with the election process. This campaign will help clerks across the county reinvigorate their depleted pool of qualified workers with library-goers. Last fall, KDL piloted a library/clerk relationship wherein KDL staff were allowed to sign-up to be Election Inspectors for the Wyoming City Clerk, Kelly Vandenberg. Library staff brought that KDL magic to the polls to the tune of 100% positive feedback from the clerk and Election Chairs. Tech savvy, can-do, friendly KDL'ers displayed the KDL Way and encouraged clerks to get more library folk involved. KDL Leadership will consider facilitating future staff participation.

Four Teen Crew groups are using VolunteerHub for the first time to schedule and track hours. Monica Walen at East Grand Rapids, Dave Palma at Cascade, Emily Bantel at Tyrone, and Jill Anderson and Hannah Lewis at Wyoming are using the software to create dedicated landing pages for their respective groups where the teens can see only the opportunities that pertain to their Crew and their branch. Teens create profiles on VolunteerHub and are able to sign-up for or cancel opportunities from home where parents can often help with summer schedules. At the end of Summer Reading, staff users will meet to review the experience and discuss what worked and what didn't.

FEATURED DEPARTMENT: COLLECTION SERVICES

- Collection Services staff completed their KDL Way video for staff going through new employee orientation. Kudos to Holly and Megan for directing the team in this video. Rachel did an amazing job of filming and editing the video. This video will be fun for new staff to see what goes on in the department each and every day.
- By the end of May, 58% of the materials budget was spent. Last year at this time 58% of the materials budget was spent.
- Collection Services has been given the responsibility of holiday book storage, which used to be handled by Jen Wheaton. The Information Services Manual and the Circulation Manual are being updated with this new procedure.
- The Youth Specialist Team asked the Collection Services Team to come up with a way to tag Individual Reading Plan (IRP) children's books in the catalog. This is in response to the 3rd Grade Reading

Legislation Implementation Plan provided by KISD. This will make IRP books easier to find for branch staff and parents looking for their child who needs help reading more proficiently by 3rd grade. The IRP tag is being added into the MARC record in the first 500 (Notes field) by the Collection Services Team. So far, Amanda has added IRP tags to approximately 1000 children's titles. There are 5 different IRP areas that have been targeted to be tagged:

- IRP Phonemic Awareness
- IRP Comprehension
- IRP Vocabulary
- IRP Fluency
- IRP Phonics
- Collection Services manager, Jackie Olmstead asked two people from the team to be on the ILS Support Team. Laurie will be representing acquisitions and serials, and Rachel will be representing cataloging.

Collection Services Stats

SC – Outgoing delivery							
2018							
Month	Book Bags	AV Bags	AV Bins	2018 Total	2017 Total	YTD	YTD %
Jan-2018	2291	324	398	3013	2654	359	11.9%
Feb-2018	2142	250	381	2773	2421	711	12.3%
Mar-2018	2307	314	388	3009	2902	818	9.3%
Apr-2018	2134	292	406	2832	2386	1264	10.9%
May-2018	2121	271	432	2824	2465	1623	11.2%
Jun-2018					2767		
Jul-2018					2539		
Aug-2018					2740		
Sep-2018					2520		
Oct-2018					2681		
Nov-2018					2559		
Dec-2018					2177		
Total					30811		

0% change from April 2018 in outgoing delivery

11.2% increase from May 2017 YTD to May 2018 YTD

Items Barcoded/RFID

May 2018	11418
YTD	56436

4.8% decrease from April 2018 in # of items barcoded and tagged

.3% increase from May 2017 YTD to May 2018 YTD

Cataloging

May 2018	Total	YTD
New Bib. Records Added	2379	13363

11% decrease from April 2018 in new bibliographic records added in cataloging
4.5% decrease from May 2017 YTD to May 2018 YTD

May 2018	Total	YTD
New Items Added in Cataloging	13473	67200

10.7% decrease from April 2018 in new items added in cataloging
.8% increase from May 2017 YTD to May 2018 YTD

Processing

May 2018	Total	YTD
Items Processed	11412	55838

11.3% decrease from April 2018 in # of items processed
2.7% increase from May 2017 YTD to May 2018 YTD

WHAT'S GOING ON AT KDL

Building Update – Ada

The Building Committee met on Friday, May 12 to score bids from construction management companies. Kurt, Penni and Lindsey Dorfman attended the meeting and 10 firms submitted proposals. The committee chose to interview the following firms: Erhardt Construction, Owen-Ames-Kimball Co. and Rockford Construction. Final interviews took place on Wednesday, May 23 and Penni Zurgable represented KDL on the interview committee. The bid was awarded to Erhardt Construction.

Lance, Lindsey and Penni had a very nice meeting with Amy Van Andel on May 22 at the KDL Service Center. The discussion centered on KDL's vision for the Ada Library and important elements that should go into the library. The Building Committee will be moving into the programing phase of the project with a Project Kick-Off Meeting on June 18. Visioning/Process Timeline/ Macro Programing/Adjacency Diagrams are all topics that will be discussed.

Building Update – Spencer Township

KDL is working with the Spencer Township Board to obtain an objective study of the community's needs and wants for their library space. The Township is discussing an addition to the library/township building and this assessment will help guide their decision. KDL has also published a survey to gather community input on library space needs. Fishbeck, Thompson, Carr & Huber (FTCH) is working with KDL to provide the needs assessment.

Building Update – Tyrone

Branch Manager Liz Knapp, Tyrone Township Supervisor Bob Sarachman, Lindsey Dorfman and Branch Manager Kai Tang met with Donna Clark and a member of the Cedar Spring Public Library to learn how they funded the construction of their new library.

Tyrone Township is working with FTCH on a proposal for Phase 2 of the project, which will include programing and schematic design.

3rd Grade Reading

In response to the 3rd grade reading law, KDL is working with GRPL, the Literacy Center of West Michigan and KISD on a partnership initiative called Partners in Reading Success. The group is working toward the following 4 goals:

1. Library staff will become knowledgeable about the new 3rd Grade Reading Law, particularly the components of the Read at Home Plan and the Individualized Reading Improvement Plan (IRIP).
2. Library staff are empowered to positively support parents and families as they implement their Read at Home Plans as provided in their child's IRIP.
3. Libraries increase the number of books children read during the school year and summer.
4. Libraries and schools increase the number and frequency of parent/child/family visits to the library, especially for children with IRIPs.

Training on the 3rd grade reading law "5 Fundamentals of Reading" was provided by the KISD early literacy coaches to all KDL Info staff in November of 2017 and May of 2018. KDL staff are working to create new services and resources to support parents and students around reading proficiency. Examples of this include:

- Making books easy to search in the KDL catalog. Parents and teachers can now go to KDL's catalog and enter IRP Phonemic Awareness; IRP Phonics; IRP Vocabulary; IRP Fluency; IRP Comprehension and get a list of books that help support the skill.
- Staff are in the process of designing and prototyping literacy-based totes that contain activities parents can do with their kids while at the library to help support reading.
- Kelloggsville staff are piloting a program where KDL will send reading activities, a book and information about the library to every child in 1st grade with an IRP.
- KDL and GRPL youth librarians who have developed resource lists for different reading levels in the areas of the 5 fundamental reading skills and have designed a reading incentive program called "I Read Today: 1000 Days of Reading" that will encourage kids to make reading a daily habit.

Success Starts Early

KDL has signed on as a partner in the Kent County Success Starts Early/Success Basics network. This network of county organizations is working to educate and support parents in their role as their child's first teacher. The Success Basics campaign outlines and demonstrates 5 actions families can take to help their children grow smarter. The 5 actions are Love, Talk, Count, Play and Read. KDL has signed on at the Champion level and has agreed to the following:

- To have the KDL name and logo, promoted as a Kent County Success Basics network partner as appropriate.
- To submit any new or altered Kent County Success Basics content electronically to project leadership for approval (with 72 hour window for approval) (e.g., add Success Basics info to existing organizational flier).
- To provide data/metrics/success stories to encourage broader participation.
- Ensure representatives participate in Kent County Success Basics committees and planning meetings as appropriate.
- Display and distribute: posters, wallet cards, magnets, digital files for website and/or social media, customized memes for social media (unaltered and as appropriate).
- Actively share videos with caregivers.
- Integrate Success Basics into regular programming.
- Share the Basics twice a month using social media.
- Become experts in sharing the Basics with others.
- Introduce and discuss Success Basics through multiple reinforcing touch points.
- Select an organizational champion to serve as point of contact.

You can learn more about this exciting initiative at <https://www.successtartsearly.org/about/>

Mobile Manufacturing Lab (all ages)

As part of KDL's strategic plan goals and partnership with GRCC's Tassell M-TEC, the career training center will bring their Mobile Manufacturing Lab to three branches this summer. The Nelson Township/Sand Lake, Wyoming and Walker branches will bring out the lab so patrons can experience real manufacturing equipment and try welding in virtual reality.

KDL staff also met with M-TEC instructors to plan out next steps for the partnership. More information will be coming on plans to create programming for learners of different ages, job readiness skills and skills classes that relate to books.

Michigan Notable Book Tour

A Michigan Notable Books tour stop was the East Grand Rapids branch. 21 attended a lecture and book signing by Hank Meijer, who presented on the book *Arthur Vandenberg: The Man in the Middle of the American Century*. Senator Arthur H. Vandenberg was an influential, consensus-building leader from Grand Rapids.

After-Hours Programs this Fall

The Programming Department is planning programs for fall that will meet the strategic plan goal to creatively use branch space after hours for fun, educational programs. Maker nights will feature KDL LAB STEAM programs with several stations of activities for kids.

Along with the Teen Programming Work Group, the department is developing after-hours mini-golf programs. The KDL Open will feature creative 9-hole mini golf courses through the library with other games and crafts for kids and families to enjoy.

KDL Caffeinated Series Round Up

Over 50 patrons enjoyed tours out at area coffee shops during 2018's KDL Caffeinated series of programs. Ferris Coffee and Nut Company, Madcap Coffee Company and Rowster Coffee hosted events at their locations so patrons could taste different types of coffee and learn how beans are roasted.

15 branches this spring hosted the craft program, DIY Painted Mugs. Over 270 adult patrons decorated mugs that were then glazed and fired by The Mud Room, a local art studio.

The Rapid: Books on the Bus

Research on different types and sizes of baskets happened with a recommendation that will fit about 15-18 books per bus. Final work still needs to happen in regards to affixing the baskets to the bus for safety and so they can easily be removed and filled. East Grand Rapids Friends of the Library has agreed to support this project with donations and KDL is working on getting volunteers set up to work with staff on daily visits to the bus terminal to fill a KDL Free Library in the transit station as well as baskets for the buses.

Bookmobile

Bookmobile blueprint plans were finalized. A delivery date will be set towards the end of June based on when the "main body" of the bookmobile arrives. Depending on timing, Sara may travel to Colorado to see its progress. Funding options continue with grants and community conversations to ensure that the bookmobile is supported from the first day and through its first years.

Summer Reading Prizes

The Collection Services staff continued to help the SRC Workgroup with getting the SRC prize books unpacked and ready to be shipped out to the branches on June 1st. Collection Services staff also helped move and load the SRC prize books into the Same Day delivery trucks.

Summer Interns

Thanks to KDL staff who promoted the summer intern job opportunity, more than 200 applications were received.

Update: KDL Military Card for Military and Veterans

KDL will be offering a special card to active military and veterans that gives them no fines and free printing. This card will be offered by July 4 this year. Staff will begin working with a staff training checklist by Mid-June.

User Experience Research: Displays

Michelle completed half of the planned branch stops with the rest scheduled in June. There have been great conversations with staff on displays. The feedback is very helpful and insightful.

This fall, staff at each branch will complete diaries (steps they take to put up a display) as well as an exercise to find out if displays that are researched (as opposed to more generic/general ones) are more popular, increasing circulation. The goal is to find time savings for staff to allow them to spend more time with patrons (so to ease their workload).

Food Access Issue: Kelloggsville

A Memo of Understanding has been shared with KDL. A few things to do on the checklist are to have staff at Kelloggsville complete the video training, and determine how they want to record statistics.

cloudLibrary Transition

Future App Upgrades

KDL staff and patrons can expect more frequent app upgrades to happen as cloudLibrary works on the bugs in the app as well as the searching – now there is Advanced searching. KDL is working to offer the What's Next in a series information to help strengthen the app.

Kindle Fire Offer

Michelle will work with Patron Services and Managers to determine when this will end. It makes sense not to offer this during summer reading but we didn't expect the new app to be released as late as it was with continued refinement needed.

Student Option Sought

Michelle is working with cloudLibrary developers to find a solution to allow students access to the digital collection for the Library Card Challenge schools. The hopes are to give access to available items so the holds ratio are not negatively impacted by additional cardholders (150,000).

New Recommendations in cloudLibrary app

Hopefully in June, new NoveList recommendations will begin populating the KDL CloudLibrary app. This will take a few weeks to set up before it goes live. Staff will get a communication plan about this change. This addition was requested based on patron feedback stating what they missed from the OverDrive app.

Statistics and comments from Bibliotheca (May)

- New Patrons: 1,415
- Checkouts on the cloudLibrary: 55,534
- Pay-Per-Use Checkouts: 10,169 (Avg. cost per Checkout \$2.72)
- KDL Patron cloudLink Checkouts: 2,489 (East Lansing/Muskegon Area/Rochester Hills)
- Total Circulation: 68,192 (Checkouts, PPU and cloudLink)
- Average Maximum Hold Time: 20.33 Days

KATIE KUDOS

★ Mary Valentine (East Grand Rapids) . . .

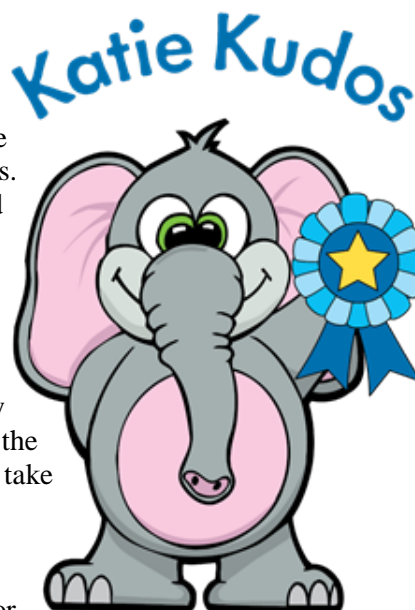
- Nominated by Anna Dyer because, “Mary has been on the front lines of TWO patron emergencies in the last two weeks. Each time, she has been quick to respond, level-headed and calm, and compassionate with the patron in need. I’m grateful to have a co-worker who is so calm and competent under pressure!”

★ Jaime Brooks (Plainfield Township) ...

- Nominated by Sarah McLean because, “Jaime graciously volunteered to take care of an unpleasant diaper situation in the women’s restroom. I so appreciate her selfless attitude to take one for the team! Thanks Jaime!”

★ Katie Lawrence (Grandville)...

- Nominated by Josh Berenstein because, “We had an author visit with Alan Gratz the other day, and had his books for sale at the library with a signing that night. A patron stopped in and shared with staff how much his book meant to her and how sad she was that she wouldn’t be able to come to the signing that night. We offered to let her buy a book early and leave it for him to sign, but she said she wasn’t in a good spot to spend money on books. After hearing this story, Katie mentioned that she had an ARC of his book from a recent trip to ALA. She offered her ARC up for the cause and we had Alan sign it for the patron who couldn’t be there.”



PRAISE FROM PATRONS

○ **Comstock Branch**

- “Two of our patrons are so excited to be able to plan and work in our community garden. They both live in small apartments with no green space. They’ll be coming by on a regular basis to dig in our dirt, and share their love of gardening with folks who walk by.”
- Also....overheard at a 1st grade visit to the library: One girl said, “This is my favorite library ever!” Another girl said, “I love it here – I wish I could stay forever!”

○ **Byron Township Branch**

- “The mother of one of our regular 9 yr. old patrons shared with us that as they were pulling into the parking lot he [Will] happily exclaimed “Aaah, my favorite place...the library.” It made us all smile. ☺
- “One of our regular patrons and devoted fan of Miss Barb, brought in a canvas photo collage he had made featuring Miss Barb at various library-related events. Barb was very grateful for the gifts and it served to highlight what a difference she, and the Byron branch, have made with so many lives in the community.”

○ **Englehardt Branch**

- “A patron wrote in this week to share how much it means to him to be able to interact with the staff and to have intelligent conversations with them. He lives alone and is in the library nearly every day. It is evident the interactions with the staff are meaningful to him in his daily life and

was a reminder to us all that we provide more than materials. For some patrons, we may be the only human contact they have the whole day.”

- **Grandville Branch**

- “A long-time patron came in to share how very much she appreciated the time, help and patience that Josh had for her on a recent visit. She came in loaded with various items to be photocopied, many of which needed to be flipped over and others to be collated. Josh took the time to help her with every single page. Apparently there were little kids running past them and Josh was careful to make sure none of her papers blew away. She was really impressed that Josh was so generous with his time and attention.”

- **Kentwood**

- “One of Kentwood CAs, Kristen VanDussen, is taking an online business class at GRCC. She was asked to respond to the following question:
What company in your opinion is responsive to its customers and why? While skimming her classmates responses, Kristen noticed that one of the responses was Kent District Library! The student spoke about how KDL has purchased items at her request, gets items from other libraries, and when there was something we didn’t have an immediate answer for, she has always received a follow up within 24 hours.”

- **Krause Memorial**

- Circulation Assistant, Anne Schroeder, reported that one of our long-time patrons told her that he recently purchased a new home in Rockford---just a block away from the Krause Branch. He said he bought the house so he could be within walking distance to the library – his favorite place in town!!!

- **Patron Services**

- Joyanne Swanson in PSD received this great feedback from a patron: “I’m a senior software developer. And the first time I used the NFC checkout process at the kiosks I just thought it was such great user interface. The checkout process just works so smoothly and easily. The auto reminders and auto-renewal process as well as the search features on the website just all work very well together too. So props to the developers, designers, or whoever you purchased the product from. I think it works incredibly well.”

- **Wyoming Branch**

- “The following thank you was forwarded to Wyoming staff from a teacher at WPS after one of our Community Read’s author visits: “A HUGE Thank you for working so hard to secure Alan Gratz as the 8th grade visiting author. The students really enjoyed him and his stories and his enthusiasm. He clearly knows how to talk to middle school kids! Many of my struggling readers are super interested in WWII and were captivated by these books, meeting the author, and reading more by him and about the same topics. Many of my students have also gotten very involved in watching the news about Syria and have developed some strong feelings and voices regarding the violence there. A number of students even got their families to read the books, and have come to us with stories of parents and grandparents who were part of the Cuban Refugee Crisis in the 90's. I can't stress how much of an impact these visits have on our students. They definitely look forward to doing it again in 11th grade! Thank you so, so much for this gift for our students.”

UPCOMING MEETINGS AND EVENTS OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., July 19, 2018	4:30 PM	KDL Service Center
KDL Regular Board Meeting	Thurs., Aug. 16, 2018	4:30 PM	KDL Service Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Weds., Aug. 15, 2018	1:00 PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
ALA Annual Conference	June 21-26, 2018	All Day	New Orleans, LA
SuperPartyWonderDay	Sun., Aug. 5, 2018	2:00 PM	The Meadows at Millennium Park
Literary Libations	Thurs., Sept. 6, 2018	5:30 PM	Steelcase Town Hall
Board Retreat	Tues., Sept 11, 2018	TBD	Main Street Inn, Lowell
MLA Annual Conference	October 17- 19, 2018	All Day	Novi, MI

NEW APPOINTMENTS	POSITION	EFFECTIVE
Laura Boyea	Substitute Circulation Assistant	May 22
Melissa English	Substitute Circulation Assistant	May 22
Karen Lyons	Substitute Circulation Assistant	May 22
Margo Taylor	Substitute Circulation Assistant	May 22
Jennifer VanHal	Substitute Circulation Assistant	May 22
Stephanie Baar	Summer Library Intern	June 1
Caitrin Bell	Summer Library Intern	June 1
Teresa Border	Summer Library Intern	June 1
Amy Bristol	Summer Library Intern	June 1
Michelle Chung	Summer Library Intern	June 1
Sara Fikse	Summer Library Intern	June 1
Gwen Genzink	Summer Library Intern	June 1
Jared Gramza	Summer Library Intern	June 1
Esther Grummet	Summer Library Intern	June 1
Sierra Hieshetter	Summer Library Intern	June 1
Samantha Holland	Summer Library Intern	June 1
Maggie Maxwell	Summer Library Intern	June 1
Amanda Smith	Summer Library Intern	June 1
Diego Ulloa	Summer Library Intern	June 1
Kara Waalkes	Summer Library Intern	June 1
Danielle Winkler	Summer Library Intern	June 1

OPEN POSITIONS	TYPE
Youth Paraprofessional – Alto/Cascade	Full-time
Adult Paraprofessional – Englehardt	Part-time
Youth Paraprofessional – Byron Township	Part-time
Graphic Design Intern	Temporary
Graphic Designer	Full-time
Patron Services Associate	Part-time

DEPARTURES	POSITION	EFFECTIVE
Jake Reed	Adult Paraprofessional – Englehardt	May 25
Christa Wilson	Graphic Designer – Service Center	May 25
Jackie Vega	Patron Services Associate – Service Center	May 31

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Barb DeYoung	Youth Librarian – Byron Township	Substitute Information Staff	May 19
Heidi Fifield	Youth Paraprofessional – Krause Memorial	Youth Paraprofessional – Spencer Township	June 11

EMPLOYEE ANNIVERSARIES (JULY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Dawn Lewis	East Grand Rapids	23 years
Rachel Cruzan	Collection Services	20 years
Kathe Latreille	Cascade	19 years
Tami Avis	Nelson Township / Sand Lake	18 years
Kelly Gibson	Nelson Township / Sand Lake	15 years
Julie Ralston	Walker	15 years
Karen Sripsema	Plainfield	15 years
Yuko Roberts	Collection Services	14 years
Cheryl Chalker	Byron Township	13 years
Vanessa Walstra	Cascade	12 years
Joan Venlet	Collection Services	11 years
Holly Newcomer	Collection Services	10 years
Dana Banks	Kentwood	7 years
Barb Williams	Kentwood	7 years
Elise Paasche	Info Sub Pool	6 years
Deb Wilcoxson	East Grand Rapids	5 years
Jennifer Zeilbeck	Human Resources	5 years
Tina Bennett	Grandville	5 years
Alyson Cryderman	Caledonia	4 years
Anna Dyer	East Grand Rapids	4 years
Rich Wyma	Info Sub Pool	4 years
Marie Mulder	Wyoming	4 years
Jared Olson	Information Technology	3 years
Austin Phillips	Kelloggsville	2 years



Kent District Library

Information.
Ideas.
Excitement!

Board of Trustees Attendance

2018

(X = present)

	Shirley Bruursema	Lee Cook	Andrew Erlewein	Tom Noreen	Caitie S. Oliver	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 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"/>
May 17	<input checked="" type="checkbox"/>	VACANCY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>

Board Participation via Conference Call or WebEx

Trustee Name	Meeting Date	Trustee Name	Meeting Date
Tom Noreen	4/19/18		
Tom Noreen	5/17/18		

PROPOSED CHANGES & EXPLANATIONS

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

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

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

PROPOSED CHANGES & EXPLANATIONS

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

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

Section 4.1.3 Volunteers was moved to Section 6: Personnel.

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

Introduction & Customer Responsibilities

4.1 Safety & Personal Behavior

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

PROPOSED CHANGES & EXPLANATIONS

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

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

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

4.3 [Children in the Library](#)

4.4 [Disciplinary Process for Library Facilities](#)

4.5 [Right of Appeal](#)

PROPOSED CHANGES & EXPLANATIONS

Section 6: Personnel

One section added to the end regarding volunteers.

Introduction

6.1 Equal Employment Opportunity

6.1.1 Harassment

6.1.2 Americans With Disabilities Act (ADA)

6.2 Position Authorization

6.2.1 Applications

6.2.1.1 Internships

6.2.2 Interview and Selection

6.2.3 Initial Employment Period

6.2.4 Promotions

6.2.5 Nepotism

6.2.6 “Acting” Capacity

6.2.7 Outside Employment

6.2.8 Employee Termination of Employment

6.3 Personnel Files and Employee Records

6.3.1 Access to Employee File Information

6.3.2 Continuous Length of Service

6.3.3 Disclosure of Employee File Information

6.3.4 Employee References

6.3.5 Applicant/Employee Background Verification and Drug Screening

6.3.6 Social Security Numbers Privacy

6.4 Compensation

6.4.1 Performance Evaluation

PROPOSED CHANGES & EXPLANATIONS

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

PROPOSED CHANGES & EXPLANATIONS

6.14 Conference Attendance – Board and Staff

6.15 Volunteers*

6.14.1 Volunteer Background Verification Moved from

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

Section 3: Other Services

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

Section 4: Facilities and Equipment

- 4.1 [Branch Library Locations](#)
 - 4.1.1 [Enlarging, Building, Renovating Library Buildings](#)
 - 4.1.2 [Support for Building Projects](#)
 - 4.1.3 [Acceptance of non-KDL Purchased Technology](#)
- 4.2 [Smoking](#)
- 4.3 [Meeting Room Use](#)
- 4.4 [Disruptive Behavior](#)
- 4.5 [Unattended Children](#)
- 4.6 [Use of Library Equipment](#)
 - 4.6.1 [Acceptable Use Policy](#)
 - 4.6.2 [Social Networking Policy](#)
 - 4.6.3 [Copyright Policy](#)
 - 4.6.4 [Photography and Videography Policy](#)
- 4.7 [Planned Closings](#)
- 4.8 [Emergency Closings](#)
 - 4.8.1 [Bereavement or Funeral Closings](#)
- 4.9 [Library Vehicles](#)
- 4.10 [Safety](#)
 - 4.10.1 [Keys to Buildings](#)
 - 4.10.2 [Library Access When Closed](#)
- 4.11 [Eating/Drinking](#)
- 4.12 [Lost and Found Policy](#)
- 4.13 [Volunteers](#)

Section 6: Personnel

[Introduction](#)

6.1 [Equal Employment Opportunity](#)

6.1.1 [Harassment](#)

6.1.2 [Americans With Disabilities Act \(ADA\)](#)

6.2 [Position Authorization](#)

6.2.1 [Applications](#)

6.2.1.1 [Internships](#)

6.2.2 [Interview and Selection](#)

6.2.3 [Initial Employment Period](#)

6.2.4 [Promotions](#)

6.2.5 [Nepotism](#)

6.2.6 [“Acting” Capacity](#)

6.2.7 [Outside Employment](#)

6.2.8 [Employee Termination of Employment](#)

6.3 [Personnel Files and Employee Records](#)

6.3.1 [Access to Employee File Information](#)

6.3.2 [Continuous Length of Service](#)

6.3.3 [Disclosure of Employee File Information](#)

6.3.4 [Employee References](#)

6.3.5 [Applicant/Employee Background Verification and Drug Screening](#)

6.3.6 [Volunteer Background Verification](#)

6.3.7 [Social Security Numbers Privacy](#)

6.4 [Compensation](#)

6.4.1 [Performance Evaluation](#)

CURRENT POLICY FOR REFERENCE

- 6.4.2 [Benefits](#)
- 6.4.3 [Sick Leave](#)
- 6.4.4 [Sick Time Payment](#)
- 6.4.5 [Disability Leave of Absence](#)
- 6.4.6 [Workers' Disability Compensation Supplemental Pay](#)
- 6.4.7 [Emergency Closing Compensation](#)
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- 6.12 [Tuition Reimbursement](#)
- 6.13 [Board Member Compensation](#)
- 6.14 [Conference Attendance – Board and Staff](#)