

**LOCATION:** KDL Caledonia Branch (6260 92nd St SE, Caledonia, MI 49316)

**DATE:** Thursday, September 20, 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 – August 16, 2018
- VI. BRANCH MANAGER’S REPORT – Liz Guarino
- \* VII. FINANCE REPORTS – August 2018
- VIII. LAKELAND LIBRARY COOPERATIVE REPORT
- IX. DIRECTOR’S REPORT – August 2018
- X. NEW BUSINESS
  - A. KDL Policy Manual: Section 3.7 Meeting Room Use (*First reading*)
  - \* B. 2019 Board of Trustees Meeting Schedule
  - \* C. 2019 Planned Branch and System Closing Schedule
  - D. Issue Analysis: RFP for Interior Design & Space Planning of the KDL Service Center (*First reading*)
  - E. Issue Analysis: Bookmobile Driver/Operator (*First reading*)
  - \* F. Resolution: Retirement Plan Document Update (*Roll-call vote*)
  - \* G. Resolution: Fifth Budget Amendment (*Roll-call vote*)
- XI. LIAISON REPRESENTATIVE COMMENTS
- XII. PUBLIC COMMENTS\*\*
- XIII. BOARD MEMBER COMMENTS
- XIV. MEETING DATES
  - Special Budget Meeting: Thursday, October 11, 2018 – KDL Service & Meeting Center – 4:30 p.m.*
  - Regular Meeting: Thursday, October 25, 2018 – KDL Byron Township Branch – 4:30 p.m.*
- \* XV. ADJOURNMENT

\* *Requires Action*

\*\* *According to Kent District Library Board of Trustees Bylaws, Article VII, Item 7.1.3, “Public comments will be limited to 3 minutes per person or group and 15 minutes per subject.”*

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

**DATE:** Thursday, August 16, 2018 at 4:30 p.m.

Board Present: Shirley Bruursema, Andrew Erlewein, Allie Bush Idema, Tom Noreen, Caitie S. Oliver, Penny Weller

Board Absent: None

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

Guests Present: None

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:35 p.m.

II. PLEDGE OF ALLEGIANCE

III. LIAISON REPRESENTATIVE COMMENTS – None.

IV. PUBLIC COMMENTS – None.

V. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Minutes – July 19, 2018

C. Request for Closing of the Caledonia Branch on September 29, 2018 to accommodate and participate in the annual Caledonia Chamber of Commerce Harvest Festival.

D. Request for Closing of the Kentwood Branch on Saturday, September 15, 2018 to accommodate the Kentwood Food Truck Rally.

E. Request for Closing of the Walker Branch on Saturday, September 15, 2018 to accommodate a thorough carpet cleaning.

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

**Support:** Supported by Mr. Erlewein.

**RESULT:** Motion carried.

VI. TRUTH IN TAXATION

A. Resolution to Establish Proposed Additional Millage

*Roll-Call Vote*

**Motion:** Mr. Noreen moved to approve the resolution to establish proposed additional millage.

**Support:** Supported by Mr. Erlewein.

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Ms. Idema - Yes

Mr. Noreen – Yes

Ms. Oliver– Yes

Ms. Weller – Yes

**RESULT:** Motion carried 6-0.

B. Public Hearing

*Roll-Call Vote*

**Motion:** Ms. Bruursema moved to recess the Kent District Library Board meeting at 4:39 pm to commence the public hearing on the 2018 Millage Tax Rate Request.

**Support:** Supported by Mr. Erlewein.

Roll call taken by the Secretary:

## Draft

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Ms. Idema - Yes

Mr. Noreen – Yes

Ms. Oliver– Yes

Ms. Weller – Yes

**RESULT: Motion carried 6-0.**

There were no public comments regarding the 2018 Millage Tax Rate Request.

**Motion: Mr. Noreen moved to close the Public Hearing and reconvene the regular Board meeting at 4:40 p.m.**

**Support: Supported by Mr. Erlewein.**

**RESULT: Motion carried.**

C. Resolution: 2018 Millage Tax Rate Request

*Roll-Call Vote*

**Motion: Ms. Bruursema moved to approve the resolution for the 2018 Millage Tax Rate Request.**

**Support: Supported by Ms. Oliver.**

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Ms. Idema - Yes

Mr. Noreen – Yes

Ms. Oliver– Yes

Ms. Weller – Yes

**RESULT: Motion carried 6-0.**

### VII. FINANCE REPORTS – July 2018

Ms. Powers gave a monthly summarization of the finance report: cash is up 1.9 million or approximately 10% over the prior year. Revenues are at 96.8%. That is pretty standard since KDL receives most of the revenue in the beginning of the year. Expenditures are at 53% of the budget and KDL is 58% through the fiscal year. Bibliotheca was the highest check that KDL cut this month: \$217,000 for cloudLibrary content.

The Board asked questions of Ms. Powers and she responded.

**Motion: Mr. Erlewein moved to receive and file July 2018 finance reports as presented.**

**Support: Supported by Mr. Noreen.**

**RESULT: Motion carried.**

### VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted the following motion items, which were approved at the August 9, 2018 Lakeland Library Cooperative Board meeting:

- The Board agreed to move the annual luncheon to the October meeting. Carol Dawe noted that the September Lakeland Board meeting conflicts with the Library of Michigan New Directors Workshop. Ms. Bruursema also noted that she is scheduled to speak at that workshop.
- Fund Balance Allocations as recommended and presented by the Finance Committee.
- The Nominating Committee for FY2018-2019 Lakeland Board officers will be Dale Parus, Advisory Council Chair, John McNaughton, and Mattie Cook. They will bring their report to the September 13, 2018 Board meeting.

Ms. Bruursema also noted that Kevin Bowling, Court Administrator, Circuit and Probate Courts, Ottawa County gave a presentation on the new electronic filing system for court documents.

### IX. DIRECTOR'S REPORT – July 2018

Director Werner highlighted the following items:

- Director Werner pointed out photos of the bookmobile from the packet and announced that the bookmobile is now set to be launched the first week of October.

## Draft

- KDL has partnered with Bethany Christian Services to provide Spanish-language board books for immigrant children to make their experience here better. Bethany has been assisting immigrant children for a very long time.
- KDL currently has six building projects either in discussion or underway.
- Director Werner encouraged everyone to attend the Literary Libations Gala, which will take place at Steelcase on September 6.

The Board asked question of staff and staff responded.

### X. OLD BUSINESS

#### A. KDL Policy Manual: Section 3 – Facilities and Operations (second reading)

**Motion: Ms. Idema moved to approve the policy manual changes as revised.**

**Support: Supported by Ms. Bruursema.**

**RESULT: Motion carried.**

### XI. NEW BUSINESS

#### A. Issue Analysis: Development Associate (first reading)

Ms. Horlings and Mr. Mortimore presented the Issue Analysis for the Development Associate. Right now, the department is just composed of Claire Horlings, so an associate with strong database and relational skills is necessary to further support KDL's new fund development direction.

**Motion: Ms. Oliver moved to approve the creation of the Development Associate position as presented.**

**Support: Supported by Mr. Noreen.**

**RESULT: Motion carried.**

#### B. Issue Analysis: SharePoint RFP (first reading)

Mr. Stevens presented the recommended RFP for SharePoint and his reasons for selecting it. Traction, based out of Wixom, MI, gave KDL a good price, took a holistic approach, and spent a significant amount of time describing KDL's use of Office 365 and will help leverage all of the tools for the platform as well.

The Board asked questions of Mr. Stevens, and he responded.

**Motion: Mr. Erlewein moved to approve the SharePoint RFP as presented.**

**Support: Supported by Ms. Idema.**

**RESULT: Motion carried.**

#### C. Changes to the KDL Board of Trustees 2018 Meeting Schedule

The October Budget session was requested to be switched with the regular October Budget meeting so that Director Werner could be present for the budget meeting.

**Motion: Mr. Noreen moved to approve changes to the KDL Board of Trustees 2018 Meeting schedule as presented.**

**Support: Supported by Ms. Idema.**

**RESULT: Motion carried.**

### XII. LIAISON REPRESENTATIVE COMMENTS – None.

### XIII. PUBLIC COMMENTS – Mr. Goble reported on Summer Reading Stats: KDL had an increase of about 3,000 participants this year. Branch staff are the key to that success and Mr. Goble wanted to give them well-deserved recognition.

## Draft

### XIV. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema encouraged all of the KDL Trustees to attend the upcoming Trustee Alliance Meeting in Lansing on October 5. Ms. Bruursema also noted that August 5 was her wedding anniversary, but she celebrated by going to SuperPartyWonderDay, and was glad she went. Ms. Bruursema also wanted to commend the branches for getting involved in so many community events: Gaines participated in Dutton Days recently and did a great job.

Mr. Noreen: Mr. Noreen reported that he and Lance recently went to Nelson Township to present the Annual Report. It went well and the township seems eager about the bookmobile.

Ms. Oliver: Ms. Oliver said that she attended SuperPartyWonderDay with her toddler and had a great time enjoying the BBQ and magician.

### XV. MEETING DATES

***Regular Meeting: Thursday, September 20, 2018 – KDL Caledonia Branch – 4:30 p.m.***

### XVI. ADJOURNMENT

**Motion: Ms. Idema moved for adjournment at 6:07 p.m.**

**Support: Supported by Ms. Oliver.**

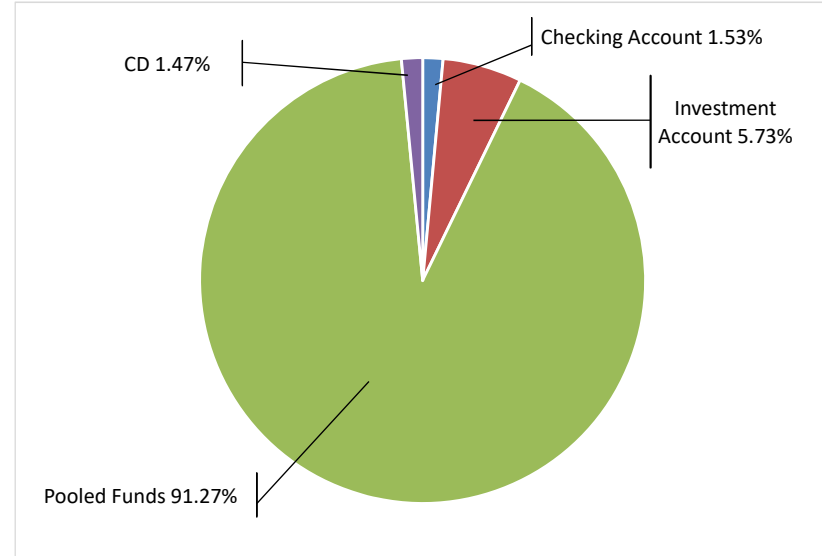
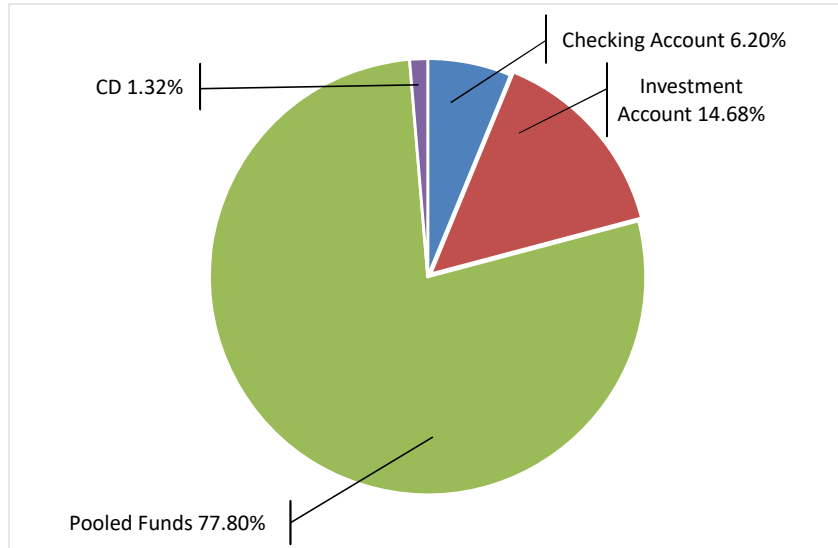
**RESULT: Motion carried.**



---

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

## Monthly Cash Position Per Bank Month ended August 31



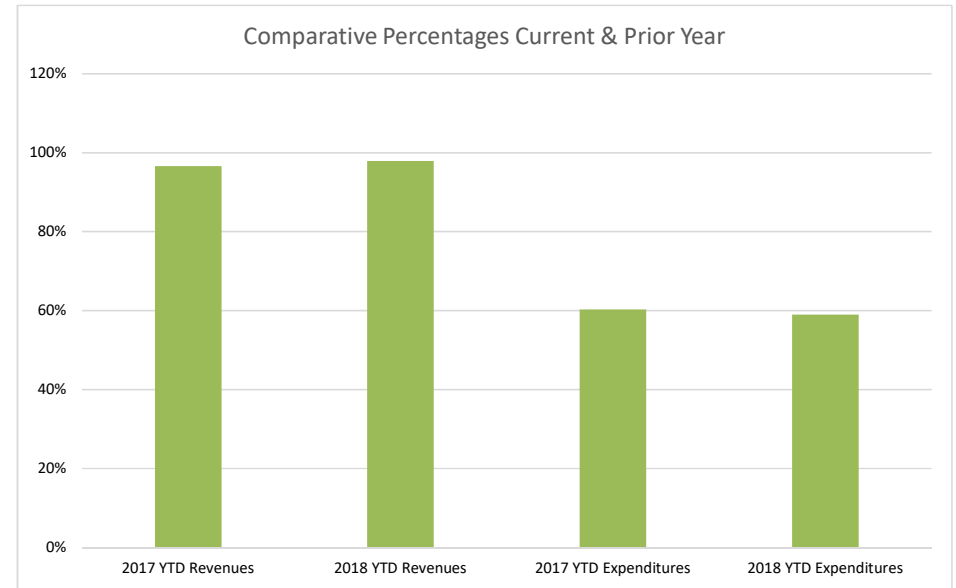
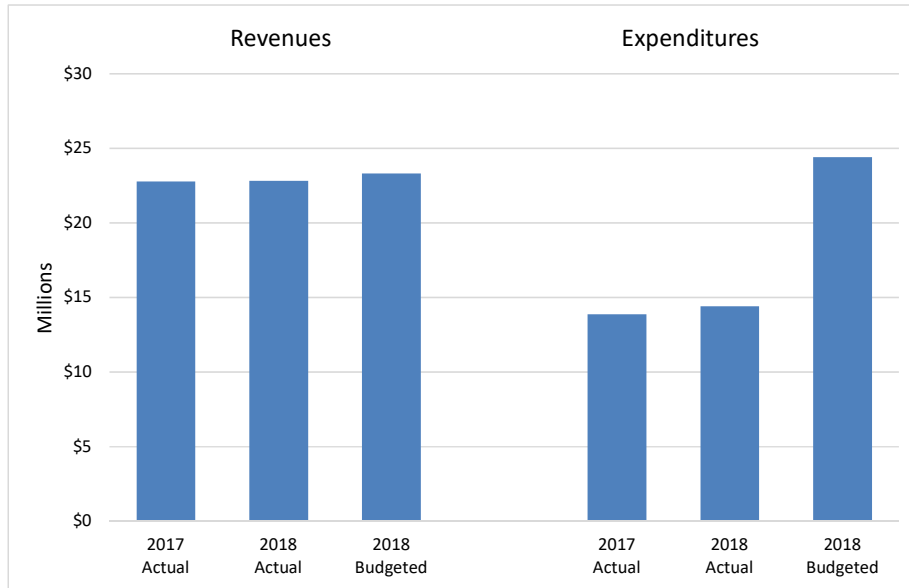
2018		
Account	Rate	Amount
Huntington Checking Account	0.166%	\$1,226,134.70
Huntington Investment Account	0.300%	\$2,903,655.21
*Kent County Pooled Funds	0.956%	\$15,392,776.15
First National Bank	1.240%	\$261,844.68
		<u>\$19,784,410.74</u>

2017		
Account	Rate	Amount
Huntington Checking Account	0.150%	\$248,872.26
Huntington Investment Account	0.300%	\$973,106.34
*Kent County Pooled Funds	0.845%	\$15,477,066.63
First National Bank	1.045%	\$258,660.94
		<u>\$16,957,706.17</u>

\* Includes Trust Pooled fund balances

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

## Monthly Revenues and Expenditures Month ended August 31



### Budget to Actual with Prior Year Comparison

#### Revenues

2017 Actual	\$	22,787,197
2018 Actual	\$	22,836,264
2018 Budgeted	\$	23,321,286

#### Expenditures

2017 Actual	\$	13,881,804
2018 Actual	\$	14,407,623
2018 Budgeted	\$	24,407,982

### Comparative Percentages Current & Prior Year

#### Account

#### Amount

2017 YTD Revenues	96.6%
2018 YTD Revenues	97.9%
2017 YTD Expenditures	60.3%
2018 YTD Expenditures	59.0%

Kent District Library  
Board Budget to Actual  
101 - General Fund  
From 1/1/2018 Through 8/31/2018  
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Taxes	21,169,767	21,261,500	(91,733)	(0)%
Licenses and Permits	2,689	2,500	189	8 %
State Grants	331,219	610,000	(278,781)	(46)%
Contributions from Local Units	897,253	479,000	418,253	87 %
Charges for Services	71,372	50,000	21,372	43 %
Fines and Forfeitures	117,056	75,000	42,056	56 %
Investment Income and Rentals	142,896	83,500	59,396	71 %
Other Revenue	104,012	709,786	(605,774)	(85)%
Other Financing Sources	0	50,000	(50,000)	(100)%
Total Revenues	22,836,264	23,321,286	(485,022)	(2)%
Expenditures				
Personal Services	8,798,325	14,215,459	5,417,134	38 %
Supplies	1,860,596	2,351,675	491,079	21 %
Other Services and Charges	2,296,246	4,060,711	1,764,465	43 %
Capital Outlay	1,452,456	3,755,137	2,302,681	61 %
Other Financing Uses	0	25,000	25,000	100 %
Total Expenditures	14,407,623	24,407,982	10,000,359	41 %
Excess Revenue Over (Under) Expenditures	8,428,641	(1,086,696)	9,515,337	(876)%



Kent District Library  
Board Budget to Actual  
245 - Business Consulting Special Revenue Fund  
From 1/1/2018 Through 8/31/2018  
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Charges for Services	31,919	100,000	(68,081)	(68)%
Other Revenue	0	1,000	(1,000)	(100)%
Total Revenues	31,919	101,000	(69,081)	(68)%
Expenditures				
Personal Services	9,299	60,000	50,701	85 %
Supplies	0	2,250	2,250	100 %
Other Services and Charges	24,880	12,750	(12,130)	(95)%
Total Expenditures	34,179	75,000	40,821	54 %
Excess Revenue Over (Under) Expenditures	(2,260)	26,000	(28,260)	(109)%

Kent District Library  
Board Budget to Actual  
271 - Fund Development Special Revenue Fund  
From 1/1/2018 Through 8/31/2018  
(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	57,524	93,500	(35,976)	(38)%
Other Financing Sources	0	25,000	(25,000)	(100)%
Total Revenues	57,524	150,505	(92,981)	(62)%
Expenditures				
Personal Services	65,849	90,601	24,752	27 %
Supplies	4,751	9,900	5,149	52 %
Other Services and Charges	6,278	49,845	43,567	87 %
Total Expenditures	76,878	150,346	73,468	49 %
Excess Revenue Over (Under) Expenditures	(19,355)	159	(19,514)	(12,273)%

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

	YTD Ending August 31, 2017	YTD Ending August 31, 2018	Total Variance
Revenues			
Taxes	20,543,938	21,169,767	625,829
Licenses and Permits	-	2,689	2,689
State Grants	300,013	331,219	31,206
Contributions from Local Units	789,767	897,253	107,486
Charges for Services	65,341	71,372	6,031
Fines and Forfeitures	97,678	117,056	19,378
Investment Income and Rentals	98,444	142,896	44,452
Other Revenue	892,015	104,012	(788,002)
Total Revenues	<u>22,787,197</u>	<u>22,836,264</u>	<u>49,068</u>
Expenditures			
Personal Services	8,295,747	8,798,325	502,578
Supplies	1,218,139	1,860,596	642,457
Other Services and Charges	2,928,552	2,296,246	(632,307)
Capital Outlay	1,439,366	1,452,456	13,090
Total Expenditures	<u>13,881,804</u>	<u>14,407,623</u>	<u>525,819</u>
Excess Revenue Over (Under) Expenditures	<u>8,905,392</u>	<u>8,428,641</u>	<u>(476,751)</u>

**Kent District Library**  
Board Budget to Actual  
101 - General Fund  
From 8/1/2018 Through 8/31/2018  
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
<b>Taxes</b>					
4402 Current property taxes	0	21,009,993	21,075,000	(65,007)	(0)%
4412 Delinquent personal property taxes	1,119	3,622	12,000	(8,378)	(70)%
4432 DNR - PILT	1,377	10,030	9,500	530	6 %
4437 Industrial facilities taxes	0	146,122	165,000	(18,878)	(11)%
Total Taxes	2,495	21,169,767	21,261,500	(91,733)	(0)%
<b>Licenses and Permits</b>					
4478 Licenses and fees	(490)	0	0	0	0 %
4668 Royalties	841	2,689	2,500	189	8 %
Total Licenses and Permits	351	2,689	2,500	189	8 %
<b>State Grants</b>					
4540 State Aid	146,133	290,147	300,000	(9,853)	(3)%
4541 State aid - LBPH	0	41,072	0	41,072	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	146,133	331,219	610,000	(278,781)	(46)%
<b>Contributions from Local Units</b>					
4581 Penal fines	0	831,140	454,000	377,140	83 %
4583 Contributions from public schools	0	66,113	25,000	41,113	164 %
Total Contributions from Local Units	0	897,253	479,000	418,253	87 %
<b>Charges for Services</b>					
4642 Sales	2,330	2,330	0	2,330	0 %
4650 Printing/fax fees	7,605	69,042	50,000	19,042	38 %
Total Charges for Services	9,935	71,372	50,000	21,372	43 %
<b>Fines and Forfeitures</b>					
4658 Overdue fines	9,818	117,056	75,000	42,056	56 %
Total Fines and Forfeitures	9,818	117,056	75,000	42,056	56 %
<b>Investment Income and Rentals</b>					
4665 Interest earned on deposits and investments	20,498	134,841	75,000	59,841	80 %
4666 Interest Earned - Property Taxes	124	1,101	1,000	101	10 %
4667 Building rental	1,265	6,954	7,500	(546)	(7)%
Total Investment Income and Rentals	21,887	142,896	83,500	59,396	71 %
<b>Other Revenue</b>					
4502 Universal Service Fund - eRate	16,200	16,200	621,786	(605,586)	(97)%
4672 Local grants	0	860	10,000	(9,140)	(91)%
4673 Restricted donations	39,094	59,365	0	59,365	0 %
4674 Unrestricted donations	2,036	8,080	50,000	(41,920)	(84)%
4677 Program contributions	0	2,132	0	2,132	0 %
4685 Materials replacement charges	2,973	14,331	25,000	(10,669)	(43)%
4686 Sale of Equipment	0	65	0	65	0 %
4688 Miscellaneous	197	2,979	3,000	(21)	(1)%
Total Other Revenue	60,502	104,012	709,786	(605,774)	(85)%
<b>Other Financing Sources</b>					
4699 Transfers in	0	0	50,000	(50,000)	(100)%
Total Other Financing Sources	0	0	50,000	(50,000)	(100)%
Total Revenues	251,121	22,836,264	23,321,286	(485,022)	(2)%

**Kent District Library**  
Board Budget to Actual  
101 - General Fund  
From 8/1/2018 Through 8/31/2018  
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
<b>Expenditures</b>					
<b>Personal Services</b>					
5700 Board Stipend	210	1,710	3,360	1,650	49 %
5701 Administrator wages	67,880	569,613	849,839	280,226	33 %
5702 Managers wages	156,929	1,274,165	2,137,350	863,185	40 %
5703 Support Staff wages	317,078	2,680,621	4,237,588	1,556,967	37 %
5704 Operations	259,089	2,111,159	3,280,529	1,169,369	36 %
5705 Interns	11,573	37,560	77,587	40,027	52 %
5706 Extra duty stipends	0	0	20,000	20,000	100 %
5708 Subs	30,582	182,370	247,000	64,630	26 %
5709 FICA	58,126	502,001	830,292	328,291	40 %
5716 Defined Benefit Pension Plan Expenditures	7,212	61,236	108,267	47,031	43 %
5717 Defined Contribution Pension Plan Contributions	16,840	127,005	436,439	309,434	71 %
5718 Employee Health Benefits	98,374	779,585	1,356,514	576,930	43 %
5719 Part-time Employee Health Benefits	14,159	80,143	220,000	139,857	64 %
5720 HSA/Flex	2,500	342,320	336,000	(6,320)	(2)%
5723 Retiree Health Care OPEB	153	1,222	1,500	278	19 %
5724 Life Insurance	2,058	17,909	25,190	7,281	29 %
5725 Additional Life Insurance	0	7,785	14,100	6,315	45 %
5726 Housing Allowance	1,000	8,000	12,000	4,000	33 %
5727 Gradifi Student Loan Assistance	1,125	8,950	15,750	6,800	43 %
5728 YMCA Membership Support	60	730	1,800	1,070	59 %
5730 Other Employee Benefits	2,376	4,241	4,355	114	3 %
Total Personal Services	1,047,323	8,798,325	14,215,459	5,417,134	38 %
<b>Supplies</b>					
5750 Processing Supplies	9,101	73,411	169,700	96,289	57 %
5751 Office Supplies	1,623	28,069	45,810	17,741	39 %
5752 Paper	(488)	16,355	19,095	2,740	14 %
5753 AV Supplies	1,150	9,745	17,000	7,255	43 %
5754 Disposable Technology <\$1000	1,438	144,740	236,145	91,405	39 %
5755 Maintenance Supplies - Custodial	487	2,931	5,160	2,229	43 %
5756 Water Cooler	535	5,500	2,300	(3,200)	(139)%
5757 Meeting Center Supplies	161	1,194	3,000	1,806	60 %
5759 Gas, Oil, Grease	53	718	3,500	2,782	79 %
5760 Technology Accessories	229	8,298	0	(8,298)	0 %
5765 Wellness Supplies	0	4,541	5,000	459	9 %
5766 Team KDL Supplies	0	0	1,000	1,000	100 %
5767 New EE Shirts/Tote Bags	213	1,276	4,000	2,724	68 %
5768 Promotions Supplies	0	16,525	37,020	20,495	55 %
5769 Service Awards	760	3,816	4,200	384	9 %
5770 Other Awards/Prizes	1,882	80,311	84,550	4,239	5 %
5771 Beverages	0	93	0	(93)	0 %
5785 Cloud Library	0	665,000	937,680	272,680	29 %
5786 Hoopla	88,500	227,000	182,000	(45,000)	(25)%
5787 Digital Collection	0	108,960	109,546	586	1 %
5788 Miscellaneous Electronic Access	0	174,160	181,108	6,948	4 %
5790 Books (not for circulation)	0	553	0	(553)	0 %

**Kent District Library**  
Board Budget to Actual  
101 - General Fund  
From 8/1/2018 Through 8/31/2018  
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5791	Subscriptions	589	1,916	68,615	66,699	97 %
5792	Software	31,045	203,157	86,881	(116,276)	(134)%
5794	Outreach Supplies	852	17,790	15,085	(2,705)	(18)%
5795	Programming Supplies	3,335	39,743	40,570	827	2 %
5796	Youth Programming Supplies	0	3,720	42,600	38,880	91 %
5797	Teen Programming Supplies	33	4,473	8,770	4,297	50 %
5798	Adult Programming Supplies	600	5,422	5,900	478	8 %
5799	Miscellaneous Supplies	2,306	11,181	35,440	24,259	68 %
	Total Supplies	144,405	1,860,596	2,351,675	491,079	21 %
	Other Services and Charges					
5801	Professional Services	300	4,150	20,000	15,850	79 %
5802	Public Relations Consultant	1,864	7,291	10,000	2,709	27 %
5803	IT Consultant - Consulting Svcs.	0	0	8,400	8,400	100 %
5804	Other Consultants	9,950	13,650	20,000	6,350	32 %
5805	Audit Services	21,500	24,000	31,500	7,500	24 %
5806	Legal Services	3,623	38,695	16,500	(22,195)	(135)%
5808	ILS Consultant	43,000	43,000	200,000	157,000	79 %
5809	Temporary Contracted Employees	53,196	53,196	0	(53,196)	0 %
5811	IT Contracted Services	219	61,149	113,400	52,251	46 %
5812	HR Contracted Services	(148)	5,482	2,000	(3,482)	(174)%
5813	Delivery Services	9,640	83,597	130,000	46,403	36 %
5814	Security Services	4,365	62,101	43,400	(18,701)	(43)%
5815	KDL Cruisers	0	20,165	30,000	9,835	33 %
5816	Employment Recruiter	113	1,175	5,000	3,825	77 %
5817	Lakeland Library Co-op services	0	2,953	4,500	1,547	34 %
5818	Shredding services	0	151	1,050	899	86 %
5819	Drug Screenings/background checks	0	1,644	3,500	1,856	53 %
5820	Other Professional Services	0	825	7,000	6,175	88 %
5822	Maintenance Contracts	0	700	4,300	3,600	84 %
5823	Inspection Services	0	912	1,500	588	39 %
5827	Catering	370	1,732	4,250	2,518	59 %
5829	Custodial/cleaning services	430	3,646	18,810	15,164	81 %
5830	Other Contracted Services	(38,903)	24,760	48,400	23,640	49 %
5834	Wellness Services	92	842	5,000	4,158	83 %
5835	Team KDL Services	0	1,621	10,000	8,379	84 %
5836	Employee & Partner Care (Flowers, Etc)	12	521	0	(521)	0 %
5848	Mobile Hotspots	8,606	44,906	81,625	36,719	45 %
5849	Cell Phones/ Stipends	2,308	15,032	32,940	17,908	54 %
5850	Telephones	1,887	39,113	77,111	37,998	49 %
5851	Mail/Postage	1,100	3,013	8,305	5,292	64 %
5852	Internet/Telecomm Services	2,882	428,092	672,500	244,408	36 %
5860	Parking	100	414	1,490	1,076	72 %
5861	Mileage Reimbursement	2,430	21,228	46,457	25,229	54 %
5865	Programming Services	715	14,610	24,380	9,770	40 %
5866	Youth Programming Services	0	0	250	250	100 %
5867	Teen Programming Services	0	1,224	370	(854)	(231)%
5868	Adult Programming Services	0	1,900	6,500	4,600	71 %
5869	Restricted Donations Expenditures	0	500	0	(500)	0 %
5873	Website	3,063	71,772	118,845	47,073	40 %

**Kent District Library**  
Board Budget to Actual  
101 - General Fund  
From 8/1/2018 Through 8/31/2018  
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5874	Employment Advertising	0	140	1,500	1,360	91 %
5875	System Advertising - Print	3,061	27,247	55,000	27,753	50 %
5876	System Advertising - Radio	0	300	5,000	4,700	94 %
5877	System Advertising - TV	1,045	8,336	20,000	11,664	58 %
5878	System Advertising - Social Media	3,482	4,202	14,000	9,798	70 %
5882	Branch Advertising - Social Media	38	109	0	(109)	0 %
5884	Photography	78	2,442	6,700	4,258	64 %
5885	Speakers/Performers	6,830	75,029	116,830	41,801	36 %
5890	ILS Fees	1,174	4,804	237,200	232,396	98 %
5891	Licenses and Fees	65	65	7,900	7,835	99 %
5892	Software Licenses	(50,090)	0	239,430	239,430	100 %
5893	Marc Records License	347	1,158	7,500	6,342	85 %
5900	Printing and Publishing	18,196	28,513	37,677	9,164	24 %
5901	Printing and Publishing - Kaleidoscope	2,841	8,460	15,000	6,540	44 %
5906	Promotions/Marketing	36	9,443	9,590	147	2 %
5907	Sponsorships/Donations	0	0	2,000	2,000	100 %
5908	Board Development	1,250	1,250	0	(1,250)	0 %
5909	Board Travel/Lodging	7,378	7,378	0	(7,378)	0 %
5910	Professional Development	3,610	52,578	102,795	50,217	49 %
5911	Conferences	(589)	25,798	62,005	36,207	58 %
5912	Meetings	1,256	4,476	13,250	8,774	66 %
5913	Travel/Lodging	(5,322)	55,666	125,410	69,744	56 %
5915	Memberships	818	20,102	41,723	21,621	52 %
5916	Dues and Fees	579	3,958	6,540	2,582	39 %
5918	Water/Sewer	0	4,692	3,500	(1,192)	(34)%
5919	Waste Disposal	321	2,901	7,200	4,299	60 %
5920	Electric	7,407	42,561	68,000	25,439	37 %
5921	Natural Gas	82	8,438	7,500	(938)	(13)%
5925	Snowplowing	0	9,642	8,115	(1,527)	(19)%
5926	Lawn/Landscaping	764	2,255	3,700	1,446	39 %
5928	Branch Maintenance Fees	0	288,567	387,282	98,715	25 %
5929	Land Repair and Maintenance	220	1,029	1,000	(29)	(3)%
5930	Building Repair and Maintenance	3,109	10,976	39,500	28,524	72 %
5931	Equipment Repair and Maintenance	426	6,252	219,240	212,988	97 %
5932	Vehicle Repairs and Maintenance	0	810	4,070	3,260	80 %
5933	Software & IT Hardware Maintenance Agreements	(1,942)	219,609	28,540	(191,069)	(669)%
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	5,750	5,800	50	1 %
5938	Bond Insurance	0	9,004	10,960	1,956	18 %
5939	Workers Compensation Insurance	0	39,955	27,000	(12,955)	(48)%
5940	Rentals	66	6,539	13,055	6,516	50 %
5941	Printer/Copier Leases	(1,368)	44,634	64,445	19,811	31 %
5950	Airport Free Library	0	0	4,800	4,800	100 %
5955	Miscellaneous	136	2,495	14,070	11,575	82 %
5956	Other Benefits Administration Fees	(1,471)	3,079	300	(2,779)	(926)%
5957	Pension Administration Fees	1,767	1,767	3,000	1,233	41 %
5958	Payroll processing fees	4,851	42,743	55,000	12,257	22 %

**Kent District Library**  
Board Budget to Actual  
101 - General Fund  
From 8/1/2018 Through 8/31/2018  
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5959	Sales Taxes	0	24	0	(24)	0 %
5960	Banking Fees	354	2,881	7,500	4,619	62 %
5961	TSYS/Credit Card Fees	733	5,625	7,600	1,975	26 %
5964	Property Tax Reimbursement	13,469	30,992	75,000	44,008	59 %
5965	MEL Return Items	660	2,162	1,000	(1,162)	(116)%
	Total Other Services and Charges	158,380	2,296,246	4,060,711	1,764,465	43 %
	Capital Outlay					
5974	Land Improvements - Depreciable	0	46,432	18,000	(28,432)	(158)%
5975	Building Improvements - Non-Depreciable	3,092	3,092	8,200	5,108	62 %
5976	Building Improvements - Depreciable	0	49,865	429,000	379,135	88 %
5977	Technology - Non-Depreciable (\$1000-4999)	0	92,453	638,991	546,538	86 %
5978	Technology - Depreciable (5,000+)	0	7,499	533,025	525,527	99 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	5,416	51,235	120,742	69,507	58 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	15,261	120,800	105,539	87 %
5982	Collection Materials - Depreciable	85,067	798,700	1,207,055	408,355	34 %
5983	CD/DVD Collection Materials - Non-Depreciable	38,690	360,328	613,550	253,222	41 %
5984	Beyond Books Collection - Non-Depreciable	1,079	27,591	65,775	38,184	58 %
	Total Capital Outlay	133,345	1,452,456	3,755,137	2,302,681	61 %
	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	1,483,453	14,407,623	24,407,982	10,000,359	41 %
	Excess Revenue Over (Under) Expenditures	(1,232,333)	8,428,641	(1,086,696)	9,515,337	(876)%



**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 8/1/2018 Through 8/31/2018

Check Number	Vendor Name	Check Amount	Check Date
1700710	Arrowaste	321.19	8/16/2018
1727413400	At&T	1,413.64	8/20/2018
181960000454	Priority Health	131,432.01	8/1/2018
326137	Paychex	112.50	8/21/2018
390685	123.Net, Inc	2,928.00	8/16/2018
6169842022 08	At&T	172.40	8/24/2018
6810079951	Verizon Wireless - Hot Spots and Service	6,948.48	8/16/2018
74999	State of Michigan	15.39	8/2/2018
75000	Absopure Water Company	247.00	8/2/2018
75001	ACP Entertainment, Inc.	145.00	8/2/2018
75002	Allie Marie Idema	52.89	8/2/2018
75003	Andrew Erlewein	30.00	8/2/2018
75004	Anna Jazwiec	12.99	8/2/2018
75005	Anthony Groenink	13.99	8/2/2018
75006	At&T Long Distance	34.80	8/2/2018
75010	Baker & Taylor	16,194.02	8/2/2018
75011	Banner Life Insurance Company	2,104.99	8/2/2018
75012	Caitlin S. Oliver	53.98	8/2/2018
75013	Cascade Winery, Inc	657.43	8/2/2018
75014	Center Point Publishing	424.83	8/2/2018
75015	Central Michigan University	11.00	8/2/2018
75016	Comerica Bank	9,880.27	8/2/2018
75017	Comstock Park Rotary	255.00	8/2/2018
75018	Craig Wilson	44.17	8/2/2018
75019	DK Security	4,743.81	8/2/2018
75020	Ebsco Information Services	22,422.00	8/2/2018
75021	Employee Assistance Center (EAC)	340.00	8/2/2018
75022	Eric DeHaan	70.59	8/2/2018
75023	Foremost Insurance Co.	2,041.00	8/2/2018
75024	Foster, Swift, Collins & Smith, P.C.	2,451.00	8/2/2018
75025	Fruit Ridge Hayrides LLC	1,000.00	8/2/2018
75026	Gale/Cengage Learning	1,666.71	8/2/2018
75027	Gootjes Assoc. Inc	434.15	8/2/2018
75028	GR Bikes, LLC	2,500.00	8/2/2018
75029	Grand Rapids Business Services	206.25	8/2/2018
75030	GRCAC/ Community Media Center	800.00	8/2/2018
75031	Gravel Bottom Craft Brewery & Supply	260.00	8/2/2018
75032	Harsha Gohil	1,050.00	8/2/2018
75033	Heart Of West Michigan United Way	119.50	8/2/2018
75034	Heather Wood-Gramza	106.78	8/2/2018
75060	Ingram Library Services Llc	64,765.80	8/2/2018
75061	Innovative Interfaces, Inc.	14,622.30	8/2/2018
75062	Jennifer Pharr Davis	200.00	8/2/2018
75063	Jennifer Van Hal	14.99	8/2/2018
75064	Jennifer Zeilbeck	5.50	8/2/2018
75065	Kathryn Graham	24.00	8/2/2018
75066	Kent County Parks Department	1,050.00	8/2/2018
75067	Kip Odell	300.00	8/2/2018
75068	Lake Michigan Credit Union	5.00	8/2/2018
75069	Lance Werner	43.69	8/2/2018
75070	Legal Shield	322.95	8/2/2018
75071	Lewis Paper	688.16	8/2/2018

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 8/1/2018 Through 8/31/2018

Check Number	Vendor Name	Check Amount	Check Date
75072	Lowell Ledger	25.00	8/2/2018
75073	Lynda Austin	8.00	8/2/2018
75074	Mark Lavengood	850.00	8/2/2018
75075	Mideastern Michigan Library Cooperative	30.00	8/2/2018
75088	Midwest Tape	25,416.33	8/2/2018
75089	Mind Over Marketing, LLC	825.00	8/2/2018
75090	Monica Walen	28.59	8/2/2018
75091	Pam Spring Advertising, Llc	9,452.00	8/2/2018
75092	Penguin Random House, Llc.	300.00	8/2/2018
75093	Penworthy Co.	971.64	8/2/2018
75094	Pike 51	177.10	8/2/2018
75095	Plainfield Charter Township	678.58	8/2/2018
75096	PLIC - SBD Grand Island	2,628.47	8/2/2018
75097	PM Engraving Company	117.85	8/2/2018
75098	Railtown Brewing Co.	215.00	8/2/2018
75099	RECORDED BOOKS, INC	2,373.59	8/2/2018
75100	Red Line Security, Llc	250.00	8/2/2018
75101	Richland Community Library	14.49	8/2/2018
75102	River City Studios	2,100.00	8/2/2018
75103	Rotary Club Of Grandville / Jenison	261.00	8/2/2018
75104	Saline District Library	27.07	8/2/2018
75105	Same Day Delivery, Inc	4,338.00	8/2/2018
75106	Sarah Ann Weller	37.09	8/2/2018
75107	Shelby Toren	200.00	8/2/2018
75108	Shirley Bruursema	112.32	8/2/2018
75110	Staples Business Advantage	1,474.69	8/2/2018
75111	Stardust Theater Rentals	360.00	8/2/2018
75112	Susan Erhardt	20.00	8/2/2018
75113	TASC	82.60	8/2/2018
75114	The Great Courses	30.85	8/2/2018
75115	The Moxie Strings, Llc	1,150.00	8/2/2018
75116	Theresa Duffy	42.39	8/2/2018
75117	Traffic Displays, LLC	6,200.00	8/2/2018
75118	Trailer Express, Inc	145.00	8/2/2018
75119	UAW Local 2600	1,712.39	8/2/2018
75120	Video-Tech-Tronics, Inc.	166.25	8/2/2018
75121	Vivi Hoang	27.93	8/2/2018
75122	West Bend Mutual Insurance Company	50.00	8/2/2018
75123	West Side Beer Distributing	220.00	8/2/2018
75124	Absopure Water Company	212.95	8/9/2018
75125	Accountemps	2,288.64	8/9/2018
75126	All Season Lawn Care	497.00	8/9/2018
75127	Amanda Harbison	60.00	8/9/2018
75128	Anna Dyer	95.92	8/9/2018
75129	Audiocraft Publishing Inc	27.94	8/9/2018
75133	Baker & Taylor	12,854.20	8/9/2018
75134	Beene Garter LLP	6,800.00	8/9/2018
75135	Blackstone Audio Inc	407.51	8/9/2018
75136	Boyne District Library	31.99	8/9/2018
75137	CDW Government, Inc.	548.00	8/9/2018
75138	City Of Grandville	3.83	8/9/2018
75139	Crop Marks Printing	396.00	8/9/2018

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 8/1/2018 Through 8/31/2018

Check Number	Vendor Name	Check Amount	Check Date
75140	DK Security	395.50	8/9/2018
75141	Findaway World, Llc	813.86	8/9/2018
75142	Gale/Cengage Learning	219.13	8/9/2018
75143	Grand Rapids Charter Township	4.72	8/9/2018
75148	Ingram Library Services Llc	12,909.49	8/9/2018
75149	IP Consulting, Inc.	218.75	8/9/2018
75150	Jack Kilcrease	33.94	8/9/2018
75151	John P. Kaiser	500.00	8/9/2018
75152	Kayla Lindeman	600.00	8/9/2018
75153	Kent County Treasurer	8,431.19	8/9/2018
75154	Kip Odell	89.94	8/9/2018
75155	Lance Werner	126.86	8/9/2018
75156	Lasers Resource	486.20	8/9/2018
75157	Lewis Paper	69.24	8/9/2018
75158	Michigan Office Solutions (MOS)	1,378.99	8/9/2018
75163	Midwest Tape	97,615.89	8/9/2018
75164	Mind Over Marketing, LLC	625.00	8/9/2018
75165	Mlive Media Group	593.00	8/9/2018
75166	Nationwide	435.88	8/9/2018
75167	NFSEdge	3,709.25	8/9/2018
75168	Northern Michigan University	65.00	8/9/2018
75169	Pam Spring Advertising, Llc	380.00	8/9/2018
75170	Pat Rosloniec	17.90	8/9/2018
75171	Penguin Random House, Llc.	300.00	8/9/2018
75172	RECORDED BOOKS, INC	552.46	8/9/2018
75173	Same Day Delivery, Inc	482.00	8/9/2018
75174	Shirley Bruursema	102.30	8/9/2018
75175	Susan McElheny	14.95	8/9/2018
75176	Susan VandenBerg	180.00	8/9/2018
75177	Tammy Johnson	1,800.00	8/9/2018
75178	The Storytellers	950.00	8/9/2018
75179	Thomson Reuters- West Publishing Corp.	148.00	8/9/2018
75180	Absopure Water Company	185.50	8/17/2018
75181	Accountemps	1,261.76	8/17/2018
75182	Adtegrity	3,481.88	8/17/2018
75183	All Season Lawn Care	266.50	8/17/2018
75184	Allie Marie Idema	53.11	8/17/2018
75185	Andrew Erlewein	30.00	8/17/2018
75189	Baker & Taylor	14,173.54	8/17/2018
75190	Blackstone Audio Inc	1,346.91	8/17/2018
75191	Caitlin S. Oliver	52.89	8/17/2018
75192	Calli Crow	88.49	8/17/2018
75193	Caroline Deja	16.95	8/17/2018
75194	Center Point Publishing	89.88	8/17/2018
75195	Central Michigan Paper	440.53	8/17/2018
75196	Clinton-Macomb Public Library	7.00	8/17/2018
75197	Deborah Bose	1,846.25	8/17/2018
75198	DK Security	3,055.50	8/17/2018
75199	DWD Technology Group	50.00	8/17/2018
75200	Everstream Holding LLC- Michigan	48,381.92	8/17/2018
75201	Federal Armored Truck, Inc	122.55	8/17/2018
75202	Findaway World, Llc	19.99	8/17/2018

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 8/1/2018 Through 8/31/2018

Check Number	Vendor Name	Check Amount	Check Date
75203	Gale/Cengage Learning	235.12	8/17/2018
75204	Gootjes Assoc. Inc	219.98	8/17/2018
75205	Gordon Water Systems	252.00	8/17/2018
75206	Grand River Signs	3,092.00	8/17/2018
75207	Greatamerica Financial Svcs.	10,071.84	8/17/2018
75208	Holly Goulet	47.45	8/17/2018
75209	Interpersonal Frequency	3,062.50	8/17/2018
75210	Karen Small	53.54	8/17/2018
75211	Kid'S World News	1,800.00	8/17/2018
75212	Kristi Kieu	15.00	8/17/2018
75213	Kristin Vohs	36.95	8/17/2018
75214	Lakeland Library Cooperative	50.00	8/17/2018
75215	Lewis Paper	106.20	8/17/2018
75216	Library Ideas, LLC	1,184.61	8/17/2018
75217	Lindsey Dorfman	476.60	8/17/2018
75218	Michael Taylor	9.99	8/17/2018
75219	Michigan State University	150.00	8/17/2018
75220	Mlive Media Group	288.43	8/17/2018
75221	Pam Spring Advertising, LLC	2,707.50	8/17/2018
75222	Penguin Random House, LLC.	711.75	8/17/2018
75223	Performance Assessment Network	2,500.00	8/17/2018
75224	Presidio Networked Solutions Group, LLC	989.10	8/17/2018
75225	Pride Tech Solution	5,414.00	8/17/2018
75226	Randall Goble	313.33	8/17/2018
75227	RECORDED BOOKS, INC	1,073.83	8/17/2018
75228	Robert Teis	20.00	8/17/2018
75229	Ruben Campos	600.00	8/17/2018
75230	Sabopr	1,864.00	8/17/2018
75231	Same Day Delivery, Inc	4,820.00	8/17/2018
75232	Sarah Ann Weller	37.09	8/17/2018
75233	Sean Regan	7.49	8/17/2018
75234	Sheri Glon	10.38	8/17/2018
75235	Shirley Bruursema	94.88	8/17/2018
75237	Staples Business Advantage	2,236.47	8/17/2018
75238	Strategic Fundraising Coach	3,500.00	8/17/2018
75239	Tammy Johnson	200.00	8/17/2018
75240	TerHorst & Rinzema Construction Co.	2,680.00	8/17/2018
75241	Thomas Noreen	155.43	8/17/2018
75242	Troost Service Company	1,063.50	8/17/2018
75243	Waterford Township Public Library	13.99	8/17/2018
75244	West Bloomfield Public Library	22.08	8/17/2018
75245	Wolverine Printing Company	1,005.43	8/17/2018
75246	Frederik Meijer Gardens & Sculpture Park	2,900.00	8/22/2018
75247	Shalynn Ho	16.99	8/22/2018
75248	The Neon Connection LLC	165.00	8/22/2018
75249	WIMAGE	2,500.00	8/22/2018
8152018	The Huntington Bank - Michigan	35,911.94	8/15/2018
910020326757	Dte Energy	42.78	8/16/2018
910020326757-08	Dte Energy	39.65	8/31/2018
9810079950	Verizon Wireless - MiFy Routers & Cell phones	2,862.09	8/16/2018
9810119007	Verizon Wireless - Router and Data Services	83.12	8/16/2018
Elec MC 08-2018	Consumers Energy	1,565.10	8/16/2018

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 8/1/2018 Through 8/31/2018

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
Elec SC 08-2018	Consumers Energy	5,842.15	8/16/2018
RIS0001943840	Delta Dental Of Michigan	<u>384.17</u>	8/16/2018
Report Total		<u><u>697,829.39</u></u>	

## **BRANCH UPDATES**

Below you will find the results of a community resources survey broken down by branch. The survey was constructed to give the new Community Resource Workgroup a starting point on how to help branch staff provide community resources information to patrons. Staff were given a list of topics and asked to check the ones that they get questions about. Technology was selected by nearly every staff member who took the survey. For this month's report, we asked managers to review the data for their branch, note the top reported resource and share an impact story that illustrates how staff have meaningfully helped patrons in that area.

### **Englehardt (Lowell) Branch**

The most common request staff receive at the Englehardt Branch is technology assistance. Sometimes, it is as simple as assisting a patron with downloading the cloudLibrary app and discovering great ebooks. Other times, there are patrons who have experienced malware on their personal computer and aren't sure what to do about it or how to protect their devices in the future. In one particular case, a patron was able to be gainfully employed because of the services she received at the library.

One evening, Joann entered the Englehardt Branch and was exhibiting a high level of anxiety. She had been looking for work and found a job serving samples at a local grocery store. While she was delighted to be employed, Joann was fearful of losing her new job because a majority of her job involved using a computer. She had very limited computer skills and was attempting to access the required on-line training. No matter what she tried, Joann was having issues getting the training to play on the computer and the deadline for finishing it was rapidly approaching. A library staff member saw that the issue was getting access into her account and the staff member assisted the patron with calling the support number. The staff member was successful in getting the training to play on the library computers. Joann was so happy, her eyes welled with tears. She shared how she really needed this job and that she wasn't sure how she was going to keep it. The staff member reassured her by stating that we would be here to help her through every step. In the weeks and months that followed, Joann was able to get assistance in navigating the on-line portal to find shifts, complete her time sheet and become comfortable in using a computer. Over a year and a half later, Joann now owns a smart phone and has been able to adapt to using the new app required by her employer. Joann demonstrates an amazing level of confidence and she is often coming into the library with a wide, beaming smile. Englehardt staff have enjoyed seeing this metamorphosis and were touched when Joann took time out of her busy schedule to come by to voice her gratitude for the difference the Englehardt team has made in her life.

### **Kelloggsville Branch**

A large percentage of Kelloggsville students rely on the free breakfast and lunches they receive throughout the school year. During the summer, the high school had no food service for students available. In order to help fill that void, staff worked with Feeding America to provide breakfast and snacks during the summer hours at the Kelloggsville branch. For the nine weeks of summer, almost 900 meals were served to hungry kids! Staff saw a group of kids who came every day for their breakfast or snack. In addition to that, many of the students using the building for sports practice would stop by the food table for a snack and water. Students commented that KDL saved them money because they did not have to buy water and food. One parent thanked staff and said she was grateful she did not have to prepare breakfast for the kids knowing they could come to the library to eat. Feeding kids might not be a traditional library service, but it is a service that is much needed in the Kelloggsville community, and Kelloggsville staff were happy that KDL was able to help fill that need for some of the community this summer! The bonus is that because KDL passed a USDA surprise inspection with flying colors, and is now certified to provide meals again for the next five years!



### **Kentwood Branch**

The City of Kentwood and the surrounding areas are home to a large number of immigrants who have very limited English speaking capabilities. Kentwood has been working with the Literacy Center of West Michigan to provide space for English tutors and to host a weekly ESL conversation class. Staff also regularly work with Bethany Christian Services to introduce groups of refugees to the library and KDL resources. Many of the refugees have become regular visitors with their children. One family (mom, dad, and little boy) attended one of the weekly storytimes over the spring and summer. After the school year started, the family came in to tell Kentwood's Youth Specialist how helpful attending storytime was for both them and their son. He was able to start school with enough English to keep up with his class, and the parents had picked up some English speaking capabilities themselves.

Branch Manager, Cheryl Cammenga, attended the Literacy Center of West Michigan's luncheon at the Eberhard Center. Cheryl was pleasantly surprised to see that one of the tutors who frequents the Kentwood Branch, Anna Roseboro, and her student from Burma were on the schedule to speak. Cheryl was even more surprised and pleased that she mentioned both the Kentwood Branch and her name in particular as being the reason she became a tutor. When Anna was retiring from teaching at Calvin College, Cheryl mentioned that she should become a tutor because of her passion for learning. She also praised the resources available at the library for tutors, study rooms, books, magazines and strong Wi-Fi. She has been tutoring at the branch for the last two years.

### **Krause Memorial Branch**

Krause staff regularly assist patrons with technology-related questions. Recently, Mark Dunham assisted an older gentleman in completing an online job application. As the majority of applications now must be submitted electronically, it has become more difficult for those individuals who do not own a computer or are not comfortable with technology to even submit an application. With Mark's help, the gentleman was able to submit his application for a greeter position at a local store. He was most appreciative of the kind assistance. Krause info staff have also recently been assisting an adult patron with an intellectual disability transition to independence by helping him with his new smartphone.

### **Nelson/Sand Lake Branch**

The Nelson Sand/Lake Branch of KDL is right smack in the middle of the digital divide: the most popular Beyond Book item is the hotspots, and the most commonly asked questions often revolve around technology. The branch offers one-on-one technology help by appointment, and staff try to accommodate walk-in requests as often as possible. Nelson staff help so many people with technology it is hard to pick just a few stories to share. Earlier this year, Bethany, over the course of weekly sessions in a two month period, helped a gentleman who had no experience with computers become independently capable of searching for and applying for jobs online, including helping him create his resume, learn how to evaluate job sites, and submit applications with attachments. Sara recently assisted Paradise Cove (a seasonal residential community located in Sand Lake) Board President in accessing files on a storage device that he was having trouble getting a computer to recognize. She was also able to teach him how to use the scan-to-email feature on the copier to create files of handwritten applications for their upcoming board elections. He can now distribute everything electronically. Last week, Sara also utilized her old OverDrive/Libby skills and helped a regular non-resident user get set up to listen to e-audio books. The patron is in her late 60s and "not good with technical stuff." Her kids were frustrated with her constant requests for help, and she didn't want to keep paying for service from Amazon if the library had it for free. She was so happy to know that she could come to the library with any question and staff would help her, even though KDL uses a different e-audiobook service now.

### **Plainfield Branch**

This past month at Plainfield, Christine from the Northview Senior Center came to the library to review the library's outreach visits and provide staff with feedback on the impact KDL is having on the senior community. The feedback went hand-in-hand with the results from the Community Resource survey sent to KDL staff. The top patron requests for Plainfield staff are technology, employment/career, and literacy. Plainfield staffs' work at

the Northview Senior Center focuses on both technology and literacy for one of the community's underserved populations. The library regularly visits the senior center for the outreach Speak with a Geek, which provides tech-focused tutoring sessions to individuals. Amanda Harbison from Plainfield and Mark Dunham from Krause Memorial offer their technology skills to seniors and are ready and willing to troubleshoot, teach basic tech device skills, and make sure seniors are comfortable with current technology and devices. Another outreach that highlights the focus on literacy is the Book Discussions presented by Maggie McDaniel. Maggie coordinates with the senior center bus trips and selects books that go along with the theme for the event. Maggie's enthusiasm for reading as well as her love for the community shines during her book talks, which brought in over 85 participants recently. Plainfield has received rave reviews from not only Christine, but also those seniors who are able to come to the library. The outreach events show commitment to the community's requests as well as provide important interpersonal connections between the senior community, library staff, and the community as a whole. A huge thank you to Plainfield staff who dedicate their time to this focus, as well as to the Northview Senior Center.

### **Spencer Township Branch**

The Spencer team identified technology, education, veteran's assistance, and employment/career as the top patron requests. At the library, staff member Clyde, who is also a veteran, has been integral in assisting the community's veterans in finding the resources they are seeking. Clyde has gone out of his way to ensure all active military and veteran patrons are equipped with the new KDL Military library card. Because the Spencer community has so many patrons and community members interested in and requesting information on veterans' affairs, staff have requested informational packets from the U.S. Department of Veterans Affairs. Once this is received, the packets will be available for the community in the lobby of the library.

### **Tyrone Township Branch**

Many of the patrons at the Tyrone Twp. Branch see the library and its staff as a resource to help with their technology-related needs. In fact, the recent Community Resource Workgroup survey reported technology as the top patron-requested resource. In addition to coming to the library to use patron computers, access KDL wireless, and check out wireless hotspots, patrons frequently approach staff for help with technology. Tyrone branch has a longstanding patron who has always loved listening to audiobooks, but who has always been frustrated by listening to audiobooks on CD. She found audiobooks on CD bulky, was annoyed when the discs had to be changed, and occasionally extremely frustrated by discs that skipped or were scratched. Despite her frustration, she was hesitant to try digital audiobooks, as she was uncomfortable with technology. After a few gentle offers from staff to walk her through the process of downloading audiobooks in the library so she could listen at home, she was coaxed into giving it a try. Less than a week later, Branch Manager Liz Knapp was arriving for work before the branch opened for the day, and was pleasantly surprised to be flagged down by this patron. She said, "I just had to stop you to tell you how much I am loving the cloud! The library doesn't even have to be open for me to download books—I'm sitting in my car right now getting audiobooks! Thank you!"

### **Walker Branch**

The top-requested service at Walker is for technology assistance. Staff get lots of requests from patrons to help them on the public PCs; to help print tickets, email resumes, and to assist with their mobile devices. Even Best Buy and Apple are sending people to the library to get assistance with technology. Most of the time, staff are able to help patrons on the spot when they walk in, but sometimes it requires staff to set up an appointment with them if more research needs to be done to solve the problem.

One recent example of staff helping a patron with technology is that of an elderly lady who was losing her eye sight and could no longer read Large Print books. She heard that the library loaned out iPads and had electronic books. Jan was on desk at the time and did an amazing job telling a patron all about the cloudLibrary app and circulating iPad checkout - how it works and how the size of the font can be adjusted - walking her through searching and downloading books. The woman had hoped to see if the iPad would work better for her and allow her to still enjoy books. She had many questions that Jan was able to answer. Jan gave amazing customer service and had a lot of empathy for this library patron who is facing a very challenging situation in life. Weeks later, the



lady came in and was so pleased with the iPad, and reading on it, that she went out and bought one for herself. This is a great example of how KDL touches people's lives, and shows that KDL is more than a traditional library.

### **Wyoming Branch**

Wyoming's 40 computers are often full, and many are utilizing them for job searching. It is wonderful when patrons come back after they get a job and let staff know that the assistance staff provided helped! A few months ago, a woman came into the Wyoming Branch looking for job search assistance. She explained that she and her husband owned a local Wyoming pizza place for almost 30 years. Her husband passed away unexpectedly only a month after they sold the business. She visited the branch regularly for almost a month, where staff worked with her directly at almost every visit. She had little computer experience and needed assistance creating and formatting her resume. A staff member recently saw her at the grocery store and said, "Thank you so much!" She now has a part-time job and she feels like she is able to get going with her life again.

Another patron had been coming to the branch several times a week for almost two years to utilize the computers for job searching. Last fall, he finally got a job at a local business! He stopped in and told staff he loved his new job and that the computers and the assistance staff gave him "saved his life." He does not know what he would have done without it. He has gained confidence in his new job and is now starting to apply for advanced positions in the company.

### **FEATURED DEPARTMENT: PROGRAMMING**

The Programming Department was created in June 2017 and has been working to support programming in KDL. In 2018, the department added another staff member and is compiled of:

- Kip Odell, Programming Manager
- Diane Cutler, Programming Coordinator
- Carlita Gonzalez, Programming Specialist

### **Program Support**

The Programming Department organizes programs for KDL's 19 branches, maintains the events page of the website, and organizes program scheduling, presenter contracts and more. In the past year, the department has focused on improving how branches choose and sign-up for programs by utilizing the capabilities of the KDL website.

Programming staff members also go out to the branches to host and help out with KDL programs.

- Carlita hosted and created *Pop n' Paint* programs for teens at 14 branches this summer. The craft programs have become an annual hit with teen patrons with total attendance this summer of 232.
- Diane organized and hosted a pop-up concert with The Caledonia Pipes and Drums to celebrate Tartan Day on Saturday, April 7, 2018. 60 patrons enjoyed the show at the Caledonia branch, learned about the pipes and more about tartans.
- In partnership with the North Country National Scenic Trail and the North Country Trail Association, Diane organized an author visit with Jennifer Pharr-Davis at the Englehardt Branch. Pharr-Davis is the author of *The Pursuit of Excellence* and she spoke to 48 patrons and led a trail hike.

### **Program Updates**

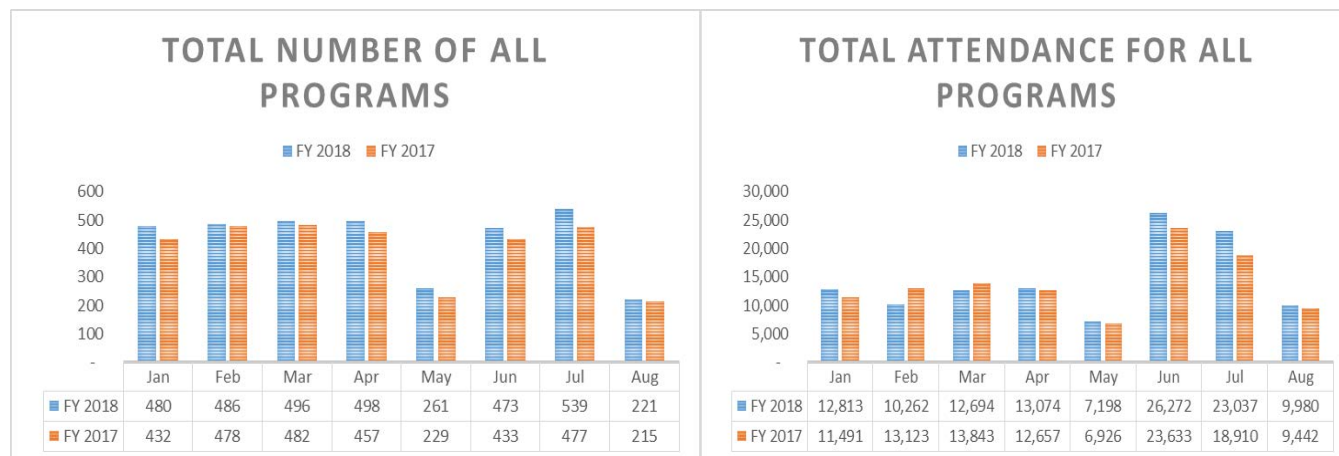
- Summer Reading 2018 was another successful program! Summer Reading finished with completer numbers up 18% from 2017. 18,137 patrons completed the reading program and earned great prizes. Total attendance at our programs this summer was over 59,000.

- SuperPartyWonderDay 2018 was a huge success with over 3,000 in attendance. The added activities for families were a big hit including a game area, Touch-a-Truck, board gaming tent, and performers like puppeteer Kevin Kammeraad and magician Tom Plunkard. Next year's event is scheduled at The Meadows at Millennium Park, Sunday, August 11, 2019.
- In partnership with the World Affairs Council of Western Michigan, KDL hosted a series of discussions. The Cultivating Community through Civil Discourse series was attended by 288 patrons at 3 programs including, *Searching for a Reconfigured "We the People," The Loss of American Consensus* and *Portraits of American Muslims*.
- The KDaLe Homebrew Contest was expanded this year as local breweries were able to brew three of the winners' beers and have them on tap at SuperPartyWonderDay. Nearly 40 homebrewers submitted a beer for the contest. New brewery partners were added to our programs and more are in discussions to begin hosting tours and programs this winter.
- A new book discussion group for ages 4 through 11 and their caretakers focusing on social justice topics will begin at the Wyoming branch this September. *Let's Talk About...A Reading Group* will serve as a starting point for parents and caretakers to answer difficult questions children have about serious and important topics. The first topics that will be discussed this fall are: persons with disabilities, refugees and civil rights. KDL is partnering with the Educational Foundations Department at Grand Valley State University, who will provide support and volunteers for the program. Plans have also begun to expand this program to more KDL branches in 2019.
- This summer the department debuted a new program to invite patrons to sit outside on lawn chairs and have conversations with people they don't already know. Sip & Sit was hosted throughout the summer at the Alto, Krause Memorial, Kelloggsville, Plainfield Township and Spencer Township branches. The response was overwhelmingly positive with over 400 patrons taking part.

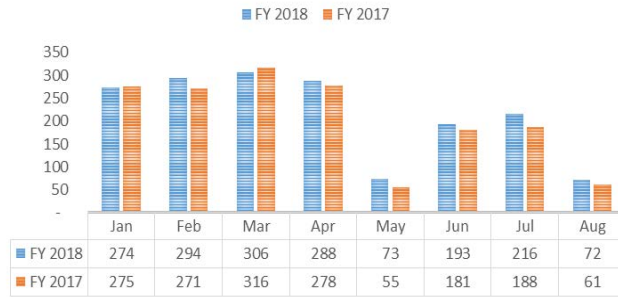
## Partnerships

The department continues to create new partnerships with local organizations that will lead us to new innovative programs for KDL patrons. Partnerships that resulted in new programs this year included support from The Geek Group National Science Institute, Leslie E. Tassell M-Tec at Grand Rapids Community College, the Grand Rapids Symphony and the Grand Valley State University Education Foundations Department. New partnerships are being created or renewed with more organizations including AARP, Guitars for Vets, the West Michigan Genealogical Society, the Greater Grand Rapids Women's History Council, the Secchia Institute for Culinary Education at GRCC and more.

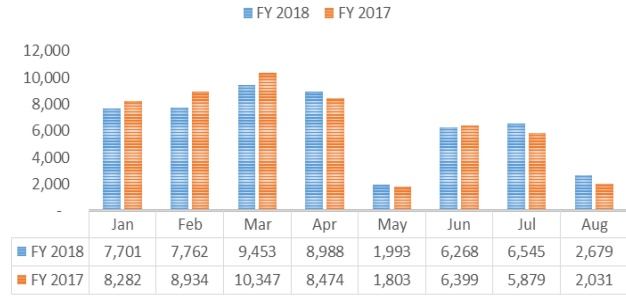
## PROGRAMMING STATS



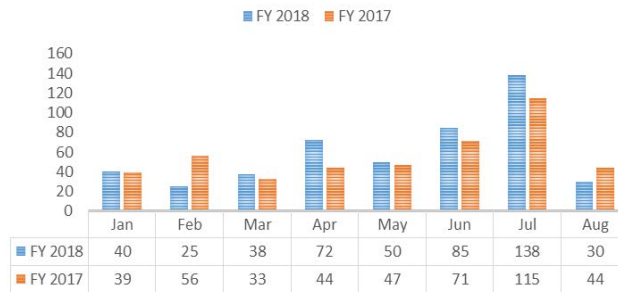
## NUMBER OF CHILDREN'S PROGRAMS



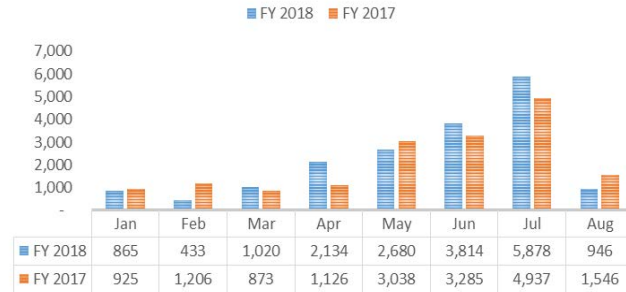
## CHILDREN'S PROGRAM ATTENDANCE



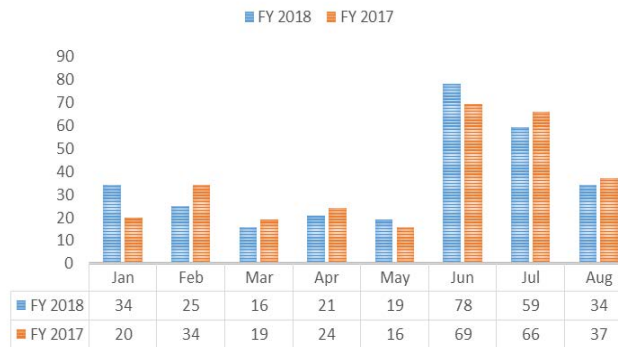
## NUMBER OF SCHOOL AGE PROGRAMS



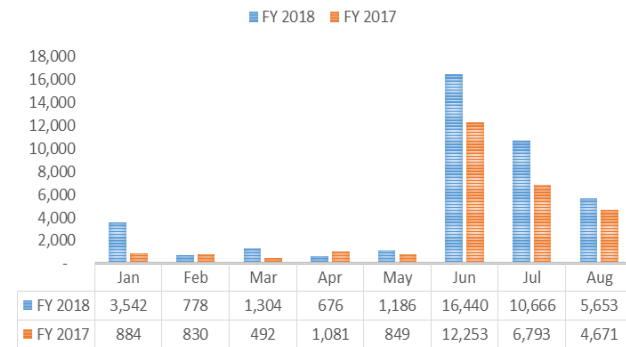
## SCHOOL AGE PROGRAM ATTENDANCE



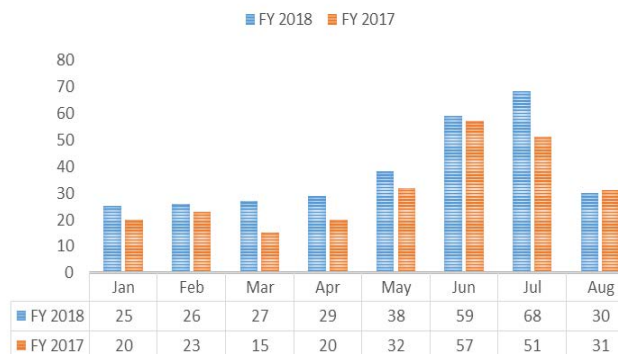
## NUMBER OF FAMILY PROGRAMS



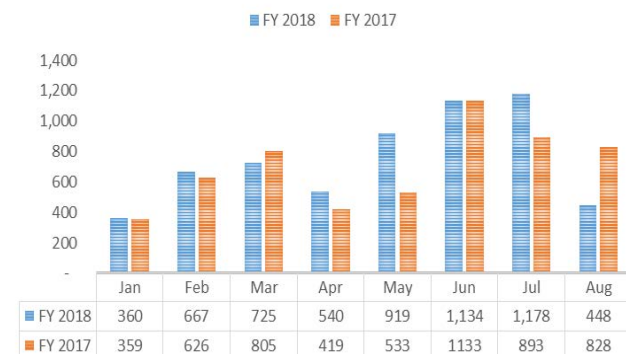
## FAMILY PROGRAM ATTENDANCE



## NUMBER OF TEEN PROGRAMS



## TEEN PROGRAM ATTENDANCE



## WHAT'S GOING ON AT KDL

### **KDL Service and Meeting Center**

The Service and Meeting Center has been changing dramatically over the month of August! The Trail Access was completed and a ribbon cutting ceremony took place on August 30, 2018. The shelter was officially named the “Brian TerHorst Memorial Shelter” in a special dedication for Brian’s family, who attended the event.

The Mezzanine is completed and all the boxes that were being stored in the Service Center have started to move back into the storage area. This helped as the delivery was moved to create more space for the MelCat area, which is now fully centralized at the Service Center.

The Meeting Center is booming with business and help was needed to cover events on weekends, nights and some weekdays. Part-time staff and Info Subs were trained and are now helping fulfill those room rental shifts. This will allow part-time staff and Info Subs to obtain extra hours, and will cover the requests we are getting for room rentals. Since last year, the Meeting Center has doubled the amount of room reservations and requests are already being made for 2019.

The HVAC repairs will start in September and at the end of September the roof repair will begin, which is exciting for all since there have been at least four more leaks during the heavy storms over the past week. Once the roof is done, the Service and Meeting Center will be getting some new outdoor wall signs so guests will know if they need to go into the Meeting Center or the Service Center, and some directional signs for parking and wayfinding will be installed.

### **Volunteer Coordinator Update**

Ten volunteers from the community are working at Literary Libations this year, as opposed to a mostly paid staff in previous years. Being able to engage volunteers for the Gala is exciting and shows how both donors and volunteers are appreciated at KDL. There are some really neat folks from a wide range of professions helping out, but they have one thing in common: love for the library! If you are at the event, make sure to connect with these supporters.

Recruiting of volunteers for Books on the Bus has started. The best candidates will be willing to commit to restocking the shelves or bus basket boxes once a week. Volunteers with cleared background checks will be selected via one-on-one interviews and according to availability. These awesome volunteers will shadow Community Engagement staff for training.

Tech volunteers at Kentwood are helping staff during peak times. There are currently three (soon to be four) Tech Helpers volunteering two hours per week in the evenings and on the weekends. These volunteers have computer and engineering backgrounds, and are excited to give back to their community via KDL. Through trial and error, we have found a good recruitment process, selection criteria, and scheduling method. The goal is to expand opportunities to more branches.



### **Building Update: Ada**

The Ada Building Committee met on August 2 for another Schematic Design Workshop. In this meeting, Mindy Sorg of OPN revealed computer sketches of the final building program and adjacencies for discussion. On August 9, Lindsey Dorfman and Kurt Stevens met with Ada Township representatives and discussed practicalities relating to the library building and technology therein. The purpose was to avoid budget duplications as well as to begin discussions relating to agreement expectations. On August 20, the committee met again and went through a facility startup checklist line by line to discuss which elements are the township's responsibility and which are KDL's. Also on August 20, Lindsey Dorfman, Penni Zurgable, Jim Ferro, Mindy Sorg, Ryan Formsma, and Nick Haglund, all from the building committee, met with teachers and librarians from the Forest Hills school district for a focus group on the needs of local students in their public library.

### **Building Update: Grandville**

Work with a donor in developing ideas to support the local disability community and its caregivers is taking place at Grandville with the goal of expanding the LBPH program, which already is working on the federal level to expand its scope of service to include other disabilities, including cognitive ones. In 2014, KDL made a millage promise to expand this program so this work will fall in line with that. The donor may also support the Grandville building project as part of this expansion of services.

### **Building Update: Krause**

The City of Rockford held a joint meeting with representatives from Algoma, Cannon, and Courtland Townships to discuss potential future expansion of the Krause Memorial Branch and regional ownership of such a building. Also in attendance at the meeting were Lance Werner and Lindsey Dorfman, representatives from the Krause Memorial Library Board, and representatives from Rockford City Council. The meeting was very positive and all involved understood the need for a larger library in the service area. Lindsey will draft a memo to summarize the needs study and outline next steps, as well as information regarding how to organize a building authority in order to fund a new/expanded building and maintain an updated library facility. Township representatives will present the information contained in this memo to their respective Boards (most likely in October). Lindsey and Branch Manager, Jennifer German, will attend these township meetings as well to assist in answering questions.

### **Building Update: Spencer**

KDL and the Spencer Township Library Expansion Committee had a meeting at the end of September to review the architect's Executive Report as well as the results from the Spencer Community Survey. The Spencer Township Library Expansion Committee consists of the Spencer Township Treasurer Scott Baas and Spencer Township Trustee Sharon Fase. The summary from Fishbeck, Thompson, Carr & Huber includes information gathered from a previous library and township meeting, 2010 census data, projected community growth, as well as the feedback from the recent community survey, which was conducted from June 2 to June 30 of this year.

### **Building Update: Walker**

The community survey is still underway. There was an article about it on MLive recently, and it was promoted at the Walker Movie in the Park event last week. The current number of surveys completed is 264, with the goal of collecting 400 surveys.

### **KDL Way: Successful Teams Interviews**

The Director of Innovation and the Volunteer Coordinator met with several branch and department teams to review their success as a team. The goal was to find the themes from group to group to use in the research for the internal focus of the KDL Way. The meetings were full of love and kindness for each other, and both the Director and Volunteer Coordinator felt very grateful for everyone's honesty and heartfelt feelings for their work and their coworkers.

## **Lib-Cal**

The group is looking at new options to replace the current MRM system. Patron Services uses this product's companion product, Lib Answers. It is possible to integrate with Outlook Exchange, so we need to verify that it will do the same for Office 365. This product caters to the library's needs. We could add study rooms and maybe Book Club in a Bag. Missy Lancaster will talk to other libraries and get a custom quote.

## **IT Branch Troubleshooting Guide**

The team identified these things to focus on:

- Computer not working
- Can't log in
- POS Cash Drawer not opening
- Website doesn't work or doesn't work in certain browser
- Internet slow or not working
- Kiosk money issues
- No sound
- Outlook issues
- Shortcut missing
- Email undeliverable
- VDI timing out/closing out/not connecting

## **Laptop Kiosk Dispenser: Possible Pilot**

A team visited GRCC to look at their laptop dispensers as a possibility for the Beyond Books Collection. Staff are looking at something to streamline the lending process. While it is possible to have multiple types of devices in a dispenser (i.e. laptops plus iPads), they do not come with cords, so staff would still have to give patrons cords and carrying cases.

After discussion, it was determined that this option was more viable to replace existing public computers and offer users flexibility in using technology and sitting where they choose. Some general conversation around what to offer guests took place: keeping a few desktop models for this purpose as staff may find a need for more with the pilot, and deciding kids could check them out (okay for in-house use).

Next steps: Identify a branch that could more easily do a pilot to test some things, and do this before Ada comes on board in 2020, plus look at other "vending" options.

## **cloudLibrary Digital Collection**

### **Pay Per Use eBook Issue:**

- Patron Services and the Collection Development Librarian have noticed a trend where the budget for Pay Per Use eBooks has gotten out of control this summer. Thousands of new eBook titles were added from a new publisher into this collection. The way that cloudLibrary displays new content is that it shows first. KDL and other libraries recommended that this content be shadowed until it was older. cloudLibrary decided to change the date on the material as it is added to this digital collection.
- Patrons will be offered an opportunity to place a hold on Pay Per Use content if the library has reached its budget cap. If the holds are more than the library's budget, then the hold is "renewed" and shows a different wait period. This is confusing to patrons and was causing increased calls to Patron Services around the first part of the month.
- It may take a few months to catch up with the budget, but this change will help the experience in the long run.



### **Patron Notification Issue**

- Many cloudLibrary users have received notifications from cloudLibrary that their holds are available and need to be checked out within 3 days; however, when they go to the “My Books” section, their holds are not yet available for check out. So far it looks like there are a few separate issues:
  - **PPU:** Some Pay per use (PPU) titles that patrons can check out in cloudLibrary are not available immediately, even though patrons were notified that they were. Note: As with hoopla Digital, PPU titles in cloudLibrary are not owned by KDL, but KDL pays a small fee for each checkout.
  - **Pre-pub Titles:** Some titles not released yet (pre-pub) counted down to the publisher’s release date, even though they are not actually released until later this year or even early 2019. Patrons received emails saying that they were ready to check out, but they are still listed in their holds instead.
  - **Publisher Rights:** At least one title can't be found in the collection anymore. It may have been a PPU title that cloudLibrary no longer has the rights to. cloudLibrary is looking into this one, too.
- Patron Services is working with the cloudLibrary support team who are working with publishers to problem solve this issue. They are asking staff to do these two things:
  - When a patron reports this, please always make sure that they are still on hold for the title they’ve requested. Some holds may also have been canceled as a part of these errors, so please make sure the hold is replaced for the patron immediately.
  - Please submit a ticket to cloudLibrary if you or any patron run into this error (or any cloudLibrary problem).

### **Statistics from Bibliotheca (August)**

- New Patrons: 1,136
- Checkouts on the cloudLibrary: 56,689
- Pay Per Use Checkouts: 12,433 (Avg. cost per checkout: \$2.37)
- KDL Patron cloudLink Checkouts: 3,074 (Clinton-Macomb / East Lansing / Muskegon Area / Rochester Hills)
- **Total Circulation: 72,196 (Checkouts, PPU and cloudLink)**

### **Comparison data for OverDrive (2017)**

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

### **KDL Seed Library**

The season to harvest seeds is beginning. Branches can accept seeds from users and send them to Julia Hawkins or Michelle Boisvenue-Fox at the Service Center. We will collect them for volunteers to package in sample sizes this winter in preparation for the 2019 season.

### **KDL Cruisers**

Budgeting for KDL Cruisers 2019 is underway. Nelson Twp/Sand Lake would like to try them next year and Kelloggsville will not continue their program. More bikes will be needed for the Bookmobile.

### **Update: KDL Military Card for Military and Veterans**

KDL will open up this service to other cardholders who use KDL, including GR Public Library and Lakeland Library Cooperative libraries.

### **Food Access Issue: Kelloggsville**

A final report was received with recommendations for other branches who would want to offer this service next summer. Storage, staffing and promotion was an important part of the offering. Coaches were telling their

players to visit the library for the afternoon snack. About half of those that attended visited the library after they ate, and about 20-30% checked something out.

### **Library of Things**

In September, work will begin to research the idea of a “Library of Things” to be located in an economically deprived area to provide access to services and “things” the community would not have capacity to provide. In the initial research, conversations will happen with other agencies in the area providing their own “Library of Things.”

### **Library Card Challenge.**

- Kentwood Public School District delayed school data to the second week of classes to make sure they give us an accurate list of students. Their first day of classes was August 20th, but the District felt that it is only after Labor Day that they know their count for sure.
- KISD – the seven challenged schools have been invited to be part of the Library Card Challenge to complement the bookmobile project

### **Bookmobile**

- The exterior art was finalized. The project team is happy with the results since they reflect the diversity and inclusive nature of the project.
- Interested schools and other community locations are using the link on the website to Request KDL Presence to ask for a Bookmobile visit. This link is found in the “Services” section of the website. These requests are being used to build a schedule.
- Working on MOU for partnerships
- Creating scripts to send to potential stops after they make the initial request for the Bookmobile

### **Books for Displaced Children**

- Visited their main facility for displaced Central and South American Children. Currently, they have three classes of various ages. Defined that for this facility (Bethany) we will place the KDL Free Library in their main hallway and offer a story time/one to one conversations with teens every Tuesday from 10am to 12pm.
- Samaritas is looking into placing the Little Free Library built by the teens that participated with the GEEK group.

### **Spanish Think Tank**

- Tertulias Literarias brought in 40 participants. Three initiatives are taking shape after that: Spanish Storytime, Write Michigan, and a Book Club in Spanish. The Spanish-speaking community was invited to the library to share what they need from the library and to hear about library resources. This was well received.

### **Karin Slaughter Luncheon**

Popular author Karin Slaughter spoke and signed books for 75 patrons at a luncheon on August 25 at the KDL Meeting and Service Center. She was well received as a great and humorous speaker. The ticketed event included a copy of Slaughter’s new novel, *Pieces of Her*, and lunch supplied by The Twisted Rooster.

Patron comments included:

- “I had a wonderful time at the luncheon! I am still listening to a Karin Slaughter book, my first by her and I am enjoying the book. I do so hope that you will offer something like this event again in the future. Ladies at my table came from one and two hours away!”
- “I just wanted to thank you for last Saturday’s wonderful luncheon. The food was outstanding, and Karin Slaughter was wonderful. My aunt and I really enjoyed your event. I hope you have another luncheon with a guest author in the near future.”



### **Partnership: World Affairs Council**

Plans are beginning for a spring series with KDL partner, the World Affairs Council. Last year's series was focused on civil discourse at the Wyoming branch with strong support from the community. A new topic related to water issues in Michigan is being discussed for 2019 and speakers will be lined up to talk about pressing and current issues that relate to KDL patrons.

### **KDaLe**

A new round of KDaLe planning has begun. New programs include new speakers on the local brewery scene and tours at new breweries. The KDaLe Quest will begin again this winter with an expanded list of activities, new breweries to visit, new T-Shirts to win, and a new challenge.

### **KDL Open**

The first ever KDL Open debuts in September! Two branches this summer tested out creating mini-golf courses inside the branches using weeded books and craft supplies. In the fall, six branches will host their own KDL Open for families. Staff are already planning to host these in the winter as well, especially during winter break.

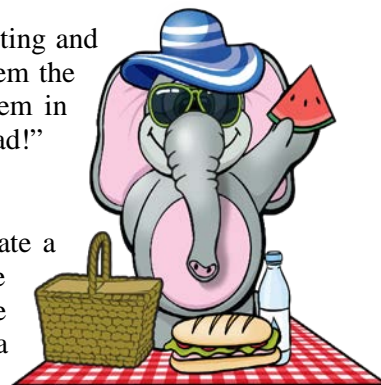
### **KATIE KUDOS - August Winners**

#### **Brad Baker (MarCom) . . .**

- Nominated by Kai Tang because, "Brad was extremely quick at correcting and editing the Spencer Fall brochures. When he found out we needed them the next day, he speedily updated the file, got them to print, and had them in delivery, so we had brochures for our big event. Thank you so much Brad!"

#### **Tricia Hetrick (Cascade) ...**

- Nominated by Vanessa Walstra because, "Cascade had an idea to create a walkway of pictures submitted by Cascade residents of areas around the township. Tricia found a platform for the submissions, assisted in the selection of pictures and publicized the winners on social media. Tricia consistently finds ways to make our ideas work in practical terms and she is the master of details. Thank you, Tricia!"



#### **Katie Zuidema (MarCom)...**

- Nominated by Jennifer Wheaton because, "Katie and I arrived in the breakroom first thing in the morning and discovered a mess from treats that were left out for staff to enjoy the day / evening before. There were frosting smeared all over the table and crumbs on the seats of the chairs. Knowing full well that she didn't HAVE to, Katie very graciously took a few minutes and cleaned the table and chairs off for me while I was taking care of the rest of the kitchen. She could have just walked away and went about her day, but she didn't. She took a moment of her time and made me feel so much better about the state of the kitchen. I didn't feel like I was in it alone this time. It really meant a lot to me and it showed that she cares. Not only about me, and my feelings, but the way our breakroom looks as well."

Katie, I can't tell you how much I appreciate you! Not just on this day, but every day you come to work ready and willing to help out and take on as much as you possibly can even if it isn't quite within the realm of your job description."

### **PRAISE FROM PATRONS**

#### **○ Alpine Township Branch**

- We had an older patron come in today - she urgently needed to get some documents printed. After some help printing her documents from the computer and making a few copies she sighed with relief. "You don't know how much you've made my day. I had this important retirement

task I've been dealing with all week, and now it's done and I can actually enjoy my weekend. Thanks so much!"

- **Alto Branch**

- Earlier this summer, Barb DeYoung was coming here to sub for storytime. Just outside of Dutton, her car broke down - unbelievably, just across from Velocity Motors. When Barb went in to ask for some help, the owner, Brent Kilmer, asked where she was headed. Even though their repair schedule was booked solid that day, they gave her a loaner to come here, and told her that her car would be fixed when she got back "because we don't want kids to miss their storytime."

- **Byron Township Branch**

- Mother of young girl to a staff member: "Nothing against the rest of you, but that girl over there [points to Dawn] has been recommending books to my daughter all summer, and she just can't get enough. They are just clicking."
- A patron with limited computer experience came in wanting to see photos her granddaughter posted on Facebook, so we helped her set up an account and provided her with a brief tutorial on how to navigate the site. She continued to thank us for our time and said that she didn't want to be a "bother." We insisted that it was no trouble at all and, in fact, complemented her for catching on so quickly. Upon leaving she said that she couldn't wait to tell her granddaughter that she is now a "Facebooker." ☺

- **Comstock Branch**

- I just got a nice compliment from a family who was really happy that we now interfile audiobooks with the books in the J section. They enjoyed being able to find so many CDs (they use them when they are going on errands). They really liked our selection, too! We found about eight they liked without even getting to the K section of the alphabet!

- **East Grand Rapids Branch**

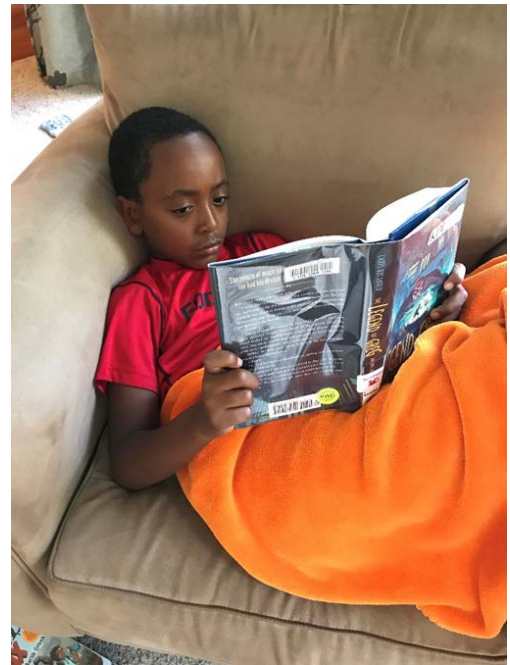
- One of our regular patrons just learned about the new option to authorize other people to pick up her holds. She said: "KDL is already great, and it just keeps getting better!"

- **Kentwood Branch**

- Kentwood branch manager Cheryl Cammenga received this nice letter about Greg Lewis, Kentwood's Teen Paraprofessional:

"Hi Cheryl,

We visit the library almost weekly and my twin nine year olds love talking books with Greg. Yesterday we visited and Greg suggested a great book to one of my guys who rarely branches from graphic novels. Well... it was a hit. He's 248 pages in and can't put the book down! A special thank you to Greg for being so amazing. We appreciate his love of Kentwood, books, the library and kids! We appreciate Greg and each of your staff members for the amazing job they doing.



Blessings,  
Julie Driver (Thomas' mom)"

\*Note that the book is titled "Legend of Greg." Ha!

- **Service Center (Outreach)**

- Michelle Boisvenue-Fox, Director of Innovation & User Experience, received a nice complimentary letter regarding a Spanish Language Think Tank that Outreach Manager Sara Proano held:

"Good afternoon, Ms. Boisvenue-Fox.

Thank you so much for the opportunity to attend the session this past Friday. My wife, Belinda, and I are grateful that we were able to attend. Sorry that we had to leave early due to my son making his band debut. The story you shared about Mikililah (sorry about spelling) was a reminder to not take for granted what we have. As an avid supporter of the KDL, I am very appreciative of opportunities like the tertulia literaria and the many other services you all offer. We hope that these continue and look forward to seeing you around.

Talk to you soon, Jose"

## UPCOMING MEETINGS AND EVENTS OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Special Meeting Budget Work Session	Thurs., Oct. 11, 2018	4:30 PM	KDL Service Center
KDL Regular Board Meeting	Thurs., Oct. 25, 2018	4:30 PM	KDL Byron Twp. Branch
KDL Regular Board Meeting	Thurs. Nov. 15, 2018	4:30 PM	KDL Cascade Branch
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Meeting	Weds., Nov. 14, 2018	1:00 PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
MLA Annual Conference	October 17- 19, 2018	All Day	Novi, MI

NEW APPOINTMENTS	POSITION	EFFECTIVE
Julie Visser	Shelver – Grandville	August 24
Audrey Barker	Youth Paraprofessional – Caledonia	September 12

DEPARTURES	POSITION	EFFECTIVE
Sarah Elzinga	Shelver – Walker/Grandville	August 3
Laura Boyea	Shelver – Plainfield	August 10
Jessica Weber	Circulation Assistant – Plainfield	September 6
Ayana Burroughs	Substitute Circulation Assistant	September 7
Ashley Johnson	Outreach Specialist – Service Center	September 12
Amanda Koch	Collection Services Assistant – Service Center	September 21
Maria Trevino	Circulation Assistant – Wyoming	September 24

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Janelle Mitchell	Circulation Assistant - Plainfield	Substitute Circulation Assistant	August 21
Krista Berg	Substitute Circulation Assistant	Circulation Assistant – Plainfield	August 27
Shelby Toren	Circulation Assistant - Caledonia	Adult Paraprofessional – Caledonia	August 27
Rae Kruithof	Graphic Design Intern – Service Center	Shelver – Byron Township	August 28
Kelly Garvin	Substitute Circulation Assistant	Shelver – Walker	September 3
Melissa English	Substitute Circulation Assistant	Youth Paraprofessional – Krause Memorial	September 3
Sheri LaPorte	Substitute Circulation Assistant	Circulation Assistant – Byron Township	September 10
Adam Marth	Circulation Assistant – Wyoming	Adult Paraprofessional – Wyoming	September 17
Maggie Maxwell	Seasonal Library Intern	Shelver – Plainfield	September 17
Katie Griggs	Circulation Assistant – Wyoming	Collection Services Assistant – Service Center	September 24
Margo Taylor	Substitute Circulation Assistant	Circulation Assistant – Caledonia	September 27

OPEN POSITIONS	TYPE
Circulation Assistant – Wyoming (3 positions)	Part-time
Circulation Assistant – Plainfield	Part-time
Substitute Circulation Assistant Pool	Temporary
Development Associate – Service Center	Full-time
Outreach Specialist – Service Center	Full-time

EMPLOYEE ANNIVERSARIES (OCTOBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Lori Holland	Wyoming	29 years
Angela VanderWest	Byron Township	15 years
Michelle Boisvenue-Fox	Administration	15 years
Angela Mitchell	Collection Services	14 years
Robin Darling	Krause Memorial	12 years
Virginia Molag	Wyoming	11 years
Connie Holmes	Kentwood	8 years
Monica Walen	East Grand Rapids	8 years
Amber Hath	Krause Memorial	7 years
Leisa Ball	Substitute CA Pool	4 years
Hannah Moeggenborg	Alpine Township	4 years
Ashley Smolinski	Comstock Park	4 years
Sarah Fox	Kentwood	3 years
Dawn Heerspink	Byron Township	3 years
Emily Lofquist	East Grand Rapids	2 years
Mariely Velazquez	Patron Services	2 years
Katie Griggs	Wyoming	2 years
Lily Etner	Gaines Township	2 years
Heidi Fifield	Spencer Township	2 years
Randy Goble	Marketing/Communications	1 year
Natalie Karsten	Kentwood	1 year
David Fletcher	Plainfield	1 year
Andrea Galloway	Patron Services	1 year
Virginia Kenyon	Walker	1 year



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"/>	Allie Bush Idema	<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 checked="" type="checkbox"/>	Allie Bush Idema	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VACANCY
July 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"/>	
August 16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VACANCY	VACANCY
September 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
October 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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		
Tom Noreen	7/19/18		

## **CHANGE**

KDL Policy 3.7

Last Revised 7-15-10

### **MEETING ROOM USE**

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

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

### **SERVICE & MEETING CENTER ROOM RENTALS FOR PUBLIC USE**

#### **1. Meetings**

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

#### **2. No Advertising of KDL Sponsorship**

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

#### **3. Admission Charges by Users**

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

#### **4. No Discrimination**

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

#### **5. Adult Supervision**

Users of the Rooms must be under adequate supervision by adults 18 years of



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

## **A. MAKING A RESERVATION.**

### **1. Meeting Request Form**

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

### **2. Signed Agreement**

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

### **3. Eligible Organizations**

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

### **4. Cancellations/No Show**

If your plans change, please contact [kdlmtgcenter@kdl.org](mailto:kdlmtgcenter@kdl.org) or KDL's Operations Coordinator directly ~~Missy Lancaster at KDL~~ to cancel your reservation, but be advised you may be charged the full invoiced amount if the cancellation occurs within 48 hours of the reservation. Not showing up for scheduled reservations may affect your ability to use the facility in the future.

### **5. Frequency**

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

### **6. Availability**

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

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

### **7. Right to Cancel**

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



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

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

**8. Fee**

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

**B. YOUR MEETING**

**1. Catering**

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

**2. Audiovisual Equipment**

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

**3. Damages and Liability**

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

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

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

#### 4. **Additional Rules and Regulations**

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

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

5. **Clean Up**

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

Draft

**KDL** Information.  
Kent District Library Ideas.  
*Excitement!*  
w w w . k d l . o r g

**Board of Trustees  
2019 Meeting Dates**

DATE	TIME	LOCATION
Thursday, January 17, 2019	4:30 p.m.	KDL Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, February 21, 2019	4:30 p.m.	KDL Plainfield Branch 2650 5 Mile Rd NE, Grand Rapids, MI 49525
Thursday, March 21, 2019	4:30 p.m.	KDL Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, April 18, 2019	4:30 p.m.	KDL Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, May 16, 2019	4:30 p.m.	KDL Kentwood Branch 4950 Breton Rd SE, Kentwood, MI 49508
Thursday, June 13, 2019	4:30 p.m.	KDL Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, July 18, 2019	4:30 p.m.	KDL Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, August 15, 2019	4:30 p.m.	KDL Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, September 19, 2019	4:30 p.m.	KDL Nelson Branch 88 Bass Lake Rd, Sand Lake, MI 49343
Thursday, October 10, 2019 <i>Budget Work Session</i>	4:30 p.m.	KDL Meeting Center 814 W. River Center NE, Comstock Park 49321
Thursday, October 24, 2019	4:30 p.m.	KDL Englehardt Branch 200 N Monroe St, Lowell, MI 49331
Thursday, November 21, 2019 <i>Including Budget Hearing (Approval)</i>	7:00 p.m.	KDL Wyoming Branch 3350 Michael Ave. SW, Wyoming, MI 49509
Thursday, December 19, 2019 <i>Including Director's Evaluation</i>	4:30 p.m.	KDL Meeting Center 814 W. River Center NE, Comstock Park 49321

Draft



## 2019 PLANNED BRANCH & SYSTEM CLOSINGS

### HOLIDAY CLOSINGS

New Year's Day	Tuesday	January 1	All locations closed
*Easter Sunday	Sunday	April 21	All locations closed
Memorial Day	Monday	May 27	All locations closed
Independence Day	Thursday	July 4	All locations closed
Labor Day	Monday	September 2	All locations closed
Thanksgiving Day	Thursday	November 28	All locations closed
Christmas Eve	Tuesday	December 24	All locations closed
Christmas Day	Wednesday	December 25	All locations closed
New Year's Eve	Tuesday	December 31	All locations will close at 5:00 pm

\*Unpaid KDL Holiday

### BRANCH IN-SERVICE CLOSINGS

Wednesday	January 16	Alpine Township
Tuesday	February 12	Alto
Wednesday	August 21	Byron Township
Monday	September 16	Caledonia Township
Thursday	April 25	Cascade Township
Friday	May 31	Comstock Park
Tuesday	October 29	East Grand Rapids
Monday	January 21	Englehardt
Thursday	October 17	Gaines
Wednesday	February 20	Grandville
Tuesday	December 10	Kentwood

## Draft

Tuesday	November 12	Krause Memorial
Thursday	March 28	Plainfield Township
Wednesday	March 6	Spencer Township
Monday	April 8	Tyrone
Monday	December 16	Walker
Monday	November 11	Wyoming

*\*\*\* Kelloggsville and Nelson Twp are having in-services on days they are already closed (Monday, November 11 & Thursday July 18, respectively)*

## OTHER SYSTEM CLOSINGS

All Staff Day	Friday	May 3	All locations closed
All locations closed on Sundays from Memorial Day weekend through Labor Day weekend May 27, 2019 through September 2, 2019.			

## ISSUE ANALYSIS KDL BOARD OF TRUSTEES

### **KDL Service Center Interior Design and Space Planning**

**Agenda Item for Consideration:** KDL Service Center Interior Design and Space Planning

**Date of Board Meetings:** September 20, 2019 (first reading), October 25, 2019 (second reading)

**Timeline:** 2019, 2020, 2021

**Total Estimated Cost:** \$100,000 over three years

#### **Background Facts:**

Since purchasing the KDL Service Center in 2001, few improvements to layout and interior finishes have been made to the staff areas. Updates to the Service Center are needed due to growth and the wear and tear of everyday work life. Some of the problems that staff are experiencing include:

- Proximity issues: staff members within the same department are on opposite sides of the building, and departments that often work together are separated.
- Space issues: the Service Center is at capacity for workstations, limiting growth potential, and there is insufficient storage, especially for the Programming & Outreach Departments.
- Workflow issues: the layout is outdated and needs to be reconsidered for current working situations and future needs.
- Flooring issues: carpet is ripped and worn by carts, and staff sometimes have difficulty transporting materials because of the different flooring types.
- Lighting issues: KDL needs to transition to LED for lower utility costs and to upgrade lights and the height so people can see better (desk lamps are a common fix to this problem right now). Daylighting may be used which will help with energy costs and lighting issues.
- Restroom issues: tiles and countertop laminate are peeling up, pipes are eroding, and flow of toilets are becoming an issue.
- Leak-related issues: many leaks have caused discoloration of ceilings throughout, water is flowing in from the outside by the windows and doors by the breakroom
- Wall issues: paint is worn and some of it is peeled from the roof leaks, and the walls are banged up. Color palettes could be updated for a fresher feel.
- Doorways need to be widened to get carts and pallets through
- Meeting area issues: The Board room, Learning Lab, Corner Conference room and HR conference room are overdue for upgrades in furniture, technology, and layouts, and there is a lack of informal meeting areas when conference rooms are filled.
- Furniture issues: many of it is worn and broken.
- Electrical issues: there are insufficient outlets and ports for IT, especially.
- Age issues: KDL Service Center has remained the same over the past 18 with very few upgrades. There are many items that need to be updated because they are nearing end of life.

Our meeting and Service Center is the hub of KDL. The updates needed will not only help staff who work at the Service Center, but will also benefit the staff in the branches who visit the building regularly for meetings and to pick up materials and supplies needed for branch activities. Community partners, volunteers and patrons regularly visit and utilize this space

as well. In order to function efficiently and provided a high level of service our library system's hub needs to be well-maintained to preserve it and keep it functional for years to come.

***Proposal Information:***

This is a large project and KDL staff do not have interior design and space planning training and expertise. Because of this, KDL issued a Request for Proposal (RFP) for Interior Design and Space Planning in August. Three local companies submitted proposals: Fishbeck, Thompson, Carr & Huber, Inc. (FTCH), The Design Forum, Inc., and Via Design Inc. The companies gave pricing over a three-year time period to do the project in phases.

**\*\*Please note: costs are for professional design and space planning services only. They do not include construction and furniture prices.**

<i>Company</i>	<i>2019 Design Space Planning costs</i>	<i>2020 Design Space Planning costs</i>	<i>2021 Design Space Planning costs</i>	<i>Total</i>
<i>FTCH</i>	<i>\$108,573</i>	<i>-</i>	<i>-</i>	<i>\$108,573</i>
<i>The Design Forum</i>	<i>\$22,400</i>	<i>-</i>	<i>-</i>	<i>\$22,400</i>
<i>Via Design</i>	<i>\$50,000</i>	<i>\$25,000</i>	<i>\$25,000</i>	<i>\$100,000</i>

Lindsey Dorfman, Laura Powers and Missy Lancaster reviewed the proposals and eliminated The Design Forum, Inc. due to a lack of detail in their proposal. FTCH and Via Design costs and scope of the project were reviewed. Though FTCH is very knowledgeable about KDL, having conducted previous needs-assessments and other library expansion projects for KDL, the group felt that they take more of a systematic approach rather than an inclusive approach to the design process. Besides being fiscally responsible in this project, the number one criteria when seeking a firm was to find one that was willing to listen to staff needs and incorporate them into their design so that the space's functionality would be evident for all employees upon completion. Ultimately the group decided to move forward with Via Design because their scope clearly stated that staff would be consulted during the process (as opposed to only in the beginning) to ensure functionality, and their design ideas seem to be forward-thinking and compatible with the KDL brand.

Via Design references were glowing and three key points stood out:

- They were budget-conscious and kept track of the budget throughout the entire process
- They interviewed staff and incorporated their needs into their design
- They went above and beyond in helping throughout the projects

During the interview KDL conducted with Via Design, they spoke about the schematic drawings, the process of obtaining staff input, the design process, and walked through the cost breakdown. Nathan Funk, Architectural Project Manager, and Via staff were very knowledgeable and Lindsey, Laura and Missy are confident in recommending Via Design for the Service Center Interior Design and Space Planning.

***Recommendation:***

To engage Via Design, Inc., for the KDL Service Center Interior Design and Space Planning for a three-year time period. The total contract cost is \$100,000 (excluding furniture and construction costs).

***Document History:***

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



**KDL Board of Trustees**  
*Issue Analysis*

***Agenda Item for Consideration:*** Bookmobile Operator

***Date of Board Meetings:*** September 20, 2018 (first reading); October 25, 2018 (second reading)

***Timeline:*** Fall 2018

***Budget Line Item(s):*** Wages, Insurance, FICA, and Defined Contribution

***Total Estimated Cost:*** Annual wages and benefits expense of approximately \$141,954.32 for 1.5 FTE; 2 months of wages and benefits expense (November – December 2018) of approximately \$23,659.05.

***Project Background:***

In the 2017 Kids Count Michigan profile, in Kent County 48% of students were not proficient in grade three English Language Arts. Last year, KDL was awarded a Steelcase Foundation grant to start a bookmobile service, which will visit six area elementary schools chosen by our partner KSSN (Kent School Services Network) to improve student achievement. Staff will provide students with a story time and work to increase parental engagement in reading and pre-reading activities at home.

***Position Information:***

Recognizing that staff fulfilling this role will need to have unique skills. Not only to be engaging people who will work with a variety of populations, to deliver quality programming, recommend great library products, manage library business transactions but also to drive a large mobile library. Other KDL job descriptions could not be used for this position since the operation of the bookmobile cannot be considered other duties as assigned. With this new job description, we are recognizing that this job requirement is an integral and regular part of this job.

***Recommendation:***

Using the attached KDL Job Description, create a new position for a Bookmobile Operator for the purpose of supporting Bookmobile activities and the KDL Strategic Plan focus to improve 3<sup>rd</sup> Grade Reading Proficiency in Kent County.

***Document History:***

1. First Draft – Michelle Boisvenue-Fox and Brian Mortimore.
2. Revision – Michelle Boisvenue-Fox, Laura Powers and Sara Proano
3. Final Draft – Lance Werner

## JOB DESCRIPTION



**Position:** Bookmobile Operator

**Range:** 7 (Non-Exempt/Union)

**Reports to:** Manager of Community Engagement

**Supervises:** None

## JOB SUMMARY

Under the general direction of the Manager of Community Engagement, the Bookmobile Operator drives the vehicle, and offers kind, knowledgeable and convenient service to all bookmobile visitors serving as a model for KDL's Service Priorities by providing circulation services, reference and general information assistance; remote access to KDL branch services and bookmobile specific activities.

## DUTIES AND RESPONSIBILITIES

1. Provides reference and information services to library patrons. Duties include, but are not limited to: receiving and answering of questions regarding collections, library services and policies; interpreting patron needs and conducting research necessary to obtain sources of information; obtaining copies of information through inter and intra-library loans; assisting patrons in the use of subject specialty materials; and recording reference statistics.
2. Assists patrons in their search for library materials; provides materials advisory and reference interview services as needed, by utilizing ILS, print sources, KDL electronic databases and Internet on-line tools.
3. Supports patrons with renewal, issuing and replacement of library cards.
4. Maintains Bookmobile collection including loading and unloading, shelving and shifting of materials according to the place of visits. Assist with the circulation, discarding, requesting and replacement of materials.
5. Assists patrons with renewal, issuing and replacement of library cards.
6. Implements bookmobile specific programs and special projects that meet the youth population needs, or underserved communities, as assigned.
7. Serves as liaison to promote and evaluate bookmobile specific programs; networking with diverse community groups; tracking statistics; and preparing reports as needed.
8. Maintain bookmobile in a clean and operative condition by washing the exterior and detailing the interior of the vehicle on a periodic basis, ensuring that routine maintenance (e.g., oil change, tune-up, safety inspection, etc.) and needed repairs are performed in a timely manner, perform minor vehicle troubleshooting and repair in order to handle emergency breakdowns to ensure assigned bookmobile schedule is followed.
9. Drive bookmobile to and from assigned locations by practicing safe and defensive driving in

varying weather conditions.

10. Works with the communication department to feed Bookmobile Facebook page.

11. Provides training and guidance to bookmobile volunteers.

12. Performs other duties as assigned.

## **JOB REQUIREMENTS**

1. The job requires a Bachelor's degree. Some course work and/or degree in Library Science is preferred.
2. One year of professional library work experience preferred.
3. Successful experience working with children and young adults. Knowledge of children's materials and programming is preferred.
4. Must possess, or be in active pursuit of, a valid Michigan Chauffeur Driver's License and have excellent driving record.
5. Must be able to work and drive in various weather conditions and in low light.
6. Working knowledge and understanding of the principles, methods and practices of public library operations, including search methods, reader's advisory and reference interviews. Incumbent is also required to acquire knowledge of the policies and procedures of Kent District Library.
7. Considerable knowledge of available circulating materials and basic reference sources, especially those resources pertaining to youth.
8. Working knowledge of public library computer hardware and software operations and how to access and search them.
9. Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to Library policies, procedures, and professional practices.
10. Interpersonal and communication skills necessary to interact with various library personnel and patrons in an effective and courteous manner. Communicate effectively on both oral and written forms. Bilingual (English/Spanish) preferred.
11. Analytical ability to maintain accurate statistics.
12. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. The incumbent is required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
13. Hearing ability to answer telephone and patron inquiries.

14. Computer skills necessary to effectively access information on the computer.
15. Ability to operate a variety of library equipment including a computer, fax and copy machine.

### WORKING CONDITIONS

1. Generally will work within bookmobile that has heat/air conditioning.
2. Requires regular travel throughout Kent county and loading/unloading materials in all kinds of weather and climatic conditions.
3. May require occasional travel between KDL locations, and may include out of county travel for meetings and conferences.
4. Work hours may be varied, including evenings and weekend hours.
5. Frequent sitting/standing in one position for extended periods of time.

*The library employment environment typically requires extensive computer keyboard and mouse activity, in-person, electronic and telephone communication skills. Meeting attendance at various branch and service center locations is expected; self-identified mode of transportation is required. The preparation, loading and carrying or moving of materials is commonly required for all KDL positions. Reasonable accommodations are available for individuals with disabilities.*

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

# Kent District Library

## Enhanced Retirement Savings Plan

### Summary of Plan Features 01/01/2018

#### Two Plans

The Kent District Library Retirement Savings Plan is the combination of a 457(b) Deferred Compensation Plan and a 401(a) Match Plan. This allows the KDL to enhance your retirement by matching your contributions to your retirement savings account.

#### Eligibility Requirements

You are immediately eligible to participate in the plan if you are a regular employee. You are eligible to receive matching contributions after 1 year of service.

#### Employee Contributions

You can make salary deferral contributions as Pre-Tax and/or Roth to the plan up to the maximum allowed by IRS rules. If you are within three years of Age 62 (Retirement Age), you may be eligible to make additional contributions beyond the IRS limit. You may change the amount of your salary deferral at any time. The change will take place for the next payroll that is administratively feasible.

#### Automatic Enrollment

You will be automatically enrolled in the plan in the amount of 3% of your compensation. If you do not turn in a form to prevent automatic contributions you may withdraw your contributions up to 90 days. Automatic elections are designated as pre-tax contributions.

#### Employer Match Contributions

Kent District Library makes matching contributions on your employee deferral contributions. The match formula is as follows:

##### TIER 1 MATCH

- 100% match of employee contributions up to 5.5% of salary following one consecutive year of regular employment.
- These matching contributions are 100% vested after 2 years of service.

##### TIER 2 MATCH

- Employee contributions from 5.5% to 11.5% of their gross pay will be matched at 50%.
- These matching contributions are 100% vested after 2 years of service.

#### Rollover Contributions

Kent District Library accepts rollover contributions from any other eligible plans (401(k), 403(b), governmental 457(b), IRA, profit-sharing, pension) with proof that the contribution has been in such a plan. Rollovers and their earnings are always 100% vested.

#### Withdrawals

Withdrawals from the two plans are permitted under the following circumstances:

- Death
- Disability
- Retirement at Age 62
- Termination of employment (options at termination):
  - Rollover to IRA
  - Rollover to another eligible plan
  - Personal check to you<sup>1</sup>
- Age 70 ½ while still employed
- Rollover contributions at any time
- Unforeseeable Emergencies

<sup>1</sup> Withdrawals are subject to ordinary income tax. A 10% federal tax penalty may apply to non-457(b) withdrawals made prior to age 59½.

## **Summary Plan Description (SPD)**

**KENT DISTRICT LIBRARY 457(B) DEFERRED COMPENSATION PLAN**

**PLAN DESCRIPTION**

07/01/2018

Copyright 2002-2018  
Kushner & Company

# KENT DISTRICT LIBRARY 457(B) DEFERRED COMPENSATION PLAN

## PLAN DESCRIPTION

### TABLE OF CONTENTS

INTRODUCTION .....	1
ELIGIBILITY FOR PARTICIPATION .....	1
Eligible Employee .....	1
Date of Participation.....	1
ELECTIONS/CONTRIBUTIONS.....	1
Participant Contributions.....	1
Roth Contributions .....	1
Automatic Enrollment .....	2
Contribution Limit.....	3
Make Up Contributions .....	3
Age 50 Catch-Up Contributions .....	3
Compensation .....	3
CREDITING EARNINGS ON PARTICIPANT ACCOUNTS .....	3
Determination of Amount.....	3
When Earnings Are Credited.....	3
Expenses.....	4
Trust .....	4
VESTING .....	4
Participant Contributions.....	4
DISTRIBUTIONS .....	4
Time of Distribution.....	4
Form of Payment.....	4
Payment on Participant Death .....	4
Unforeseeable Emergency.....	5
Small Distributions.....	5
Medium of Payment .....	5
Rollovers .....	5
Inservice Withdrawals .....	6
MISCELLANEOUS .....	6
Domestic Relations Orders.....	6
Amendment and Termination.....	6
Fees .....	6
Administrator Discretion .....	6
Plan Year .....	6
ADMINISTRATIVE INFORMATION.....	6



## INTRODUCTION

Kent District Library (the "Company") established the Kent District Library 457(b) Deferred Compensation Plan (the "Plan") effective 01/22/1998. This Plan Description describes the Plan as amended and restated effective 07/01/2018.

This revised Plan Description supersedes all previous Plan Descriptions. Although the purpose of this document is to summarize the more significant provisions of the Plan, the Plan document will prevail in the event of any inconsistency.

## ELIGIBILITY FOR PARTICIPATION

### Eligible Employee

You are an "Eligible Employee" if you are in the following classification:

An Employee who is not: Casual Employees who are not regularly scheduled to work

### Date of Participation

You will become a Participant eligible to participate in the Plan on the day you first perform an hour of service as an Eligible Employee.

## ELECTIONS/CONTRIBUTIONS

### Participant Contributions

When you become eligible to participate in the Plan, you may begin contributing to the Plan. All contributions will be credited to an account established in your behalf. Your contributions to the Plan are not subject to federal income tax but may be subject to social security and medicare taxes.

Please note that while you may enjoy certain tax benefits, there may be some drawbacks to participation in the Plan. You should consult with your professional tax/financial advisor to determine the consequences of your participation in this Plan.

You may elect to reduce your Compensation (defined below) and make a contribution to the Plan. You may elect to defer up to one hundred percent (100%) of your Compensation.

### Roth Contributions

Effective 10/01/2018, the Plan allows a newer type of participant contribution to the Plan. This new type of contribution is known as a Roth Contribution and is very much like a contribution to a Roth IRA. Like a Roth IRA, the Roth Contribution to the Plan is made by you on an after-tax basis, but if certain requirements are met, a "qualified distribution" from your

Roth Contribution Account in the Plan will not be taxed. However, unlike a Roth IRA, there are no income limitations on who may make a Roth Contribution.

Roth Contributions are participant contributions that are made in the same manner as your pre tax participant contributions. You must designate how much you would like to contribute on a pre-tax basis (normal contribution) and how much you would like to contribute as an after-tax Roth Contribution. You are not required to make any Roth Contributions. You may continue to designate all of your participant contributions as normal pre-tax contributions.

The sum of your Roth Contributions and regular pre-tax participant contributions may not exceed the contribution limit mentioned below.

As was mentioned above, a "qualified distribution" of your Roth Contributions (and earnings) is not taxable. A "qualified distribution" must be made more than five years after the first Roth Contribution is made and must meet at least one of the following requirements:

- (i) the distribution must be made after you attain age 59-1/2;
- (ii) the distribution must be made to your beneficiary after your death; or
- (iii) the distribution must be made on account of your disability.

Please note that Roth Contributions are not suitable for everyone. Please consult with your tax advisor before making any Roth Contributions to the Plan.

#### Automatic Enrollment

If after receiving a notice from the Plan Administrator, you do not make an Elective Deferral Contribution election you will be deemed to have made an Elective Deferral Contribution election in the amount of 3% of your Compensation.

NOTE: The automatic elections specified above will not apply if you already had an Elective Deferral Contribution election in effect on the effective date of the automatic enrollment feature that is equal to or exceeds the automatic contribution amount above.

If you do not turn in the form in time to prevent automatic contributions, you can withdraw the automatic contributions for a short time, despite the general limits on Plan withdrawals. During the 90 days after automatic contributions are first taken from your pay, you can withdraw the prior automatic contributions by turning in a refund form to the Plan Administrator. The amount you withdraw will be adjusted for any gain or loss. If you take out your automatic contributions, you lose Company contributions that matched the automatic contributions. Also, your withdrawal will be subject to federal income tax (but not the extra 10% tax that normally applies to early distributions). If you take out automatic contributions, the Company will treat you as having chosen to make no further contributions. However, you can always choose to continue or restart your contributions by turning in a contribution form.

The automatic elections specified above will be designated as pre-tax Elective Deferral Contributions.

#### Contribution Limit

Federal tax law places a limit on the amount that you may contribute to the Plan each year. The limit is the lesser of:

- (1) \$18,500 (in 2018); or
- (2) 100% of your total compensation for the calendar year.

#### Make Up Contributions

During the last 3 calendar years ending before the year in which you attain age 62, you may be able to use a higher contribution limit. The "make up" limit is the lesser of:

- (1) 2 times the \$18,500 limit (in 2018); or
- (2) The sum of the unused portion of the \$18,500 (in 2018) in any prior year of participation in the Plan.

#### Age 50 Catch-Up Contributions

A Participant who will attain age 50 or more by the end of the calendar year is permitted to elect an additional amount of contributions, up to the maximum age 50 catch-up amount for the year. The maximum dollar amount of the age 50 catch-up contributions for a year is \$6,000 (in 2018). The age 50 catch-up does not apply for any year for which a higher limitation applies under the make-up contribution described above.

#### Compensation

Compensation means base salary. Compensation will include only that compensation which is actually paid to you during that part of the Plan Year you are eligible to participate in the Plan.

### **CREDITING EARNINGS ON PARTICIPANT ACCOUNTS**

#### Determination of Amount

Your Account will be credited with earnings that will reflect a "market basket" of predetermined investments. You may select which investments will make up your market basket. You may change the your investment selections as of each date that earnings on your account are determined.

#### When Earnings Are Credited

Your account will be adjusted daily for earnings/losses.

#### Expenses

The Company may charge your Account with any or all of the expenses involved in the establishment or ongoing operation of the Plan.

#### Trust

The Company will establish a trust fund to hold all contributions to the Plan. As an alternative, the Company may invest Plan assets in custodial accounts and/or annuity contracts as permitted by federal law.

### **VESTING**

#### Participant Contributions

You will have a fully vested and nonforfeitable interest in your contributions to the Plan.

### **DISTRIBUTIONS**

#### Time of Distribution

Upon your termination of employment with the Company, you are entitled to receive a distribution of your Account in any form of distribution permitted by the Plan.

Benefits may not commence later than the earlier of: (i) your required beginning date or (ii) 5 years after your termination date. Your required beginning date is April 1st of the calendar year following the calendar year in which you attain age 70-1/2 or terminate, whichever is later.

#### Form of Payment

You may receive your Account in the following form of payment:

#### Single lump sum payment.

#### Payment on Participant Death

In the event of your death, the remaining balance of your Account will be distributed by the end of the first calendar year following the date of your death.

You have the right to designate one or more primary and one or more secondary Beneficiaries to receive any benefit becoming payable at your death. You are entitled to change your Beneficiaries at any time and from time to time by filing written notice of such change with the Plan Administrator. If you fail to designate a Beneficiary, or in the event that all designated

primary and secondary Beneficiaries die before you, the death benefit will be payable to your spouse or, if there is no spouse, to your estate.

#### Unforeseeable Emergency

You may receive a distribution upon the occurrence of an unforeseeable emergency. An unforeseeable emergency is a severe financial hardship that may not otherwise be relieved by reimbursement or compensation from insurance, by liquidation of your assets (to the extent the liquidation of such assets would not itself cause severe financial hardship), or by cessation of deferrals under the Plan.

Your Roth Deferrals may be withdrawn upon the occurrence of an unforeseeable emergency in the same manner as other deferrals. Please note however, that the income on the Roth deferrals may be taxable (and subject to penalties for early withdrawal) if the withdrawal is not a "qualified distribution."

#### Small Distributions

The Plan Administrator may establish uniform guidelines under which up to \$5,000 of your Account may be distributed in a lump sum before your termination (either with or without your consent). In order to qualify for the distribution, no deferrals may have been credited to your Account in the preceding twenty-four (24) months, and no prior small distribution may have been made to you under this special rule.

#### Medium of Payment

You may receive a distribution from the Plan in the form of cash.

#### Rollovers

You may roll over a distribution from the Plan to another eligible retirement plan. If the vested amount of your Account exceeds \$1,000 and you do not timely return your election forms, the Plan Administrator must transfer your Account to an IRA established in your name; unless the distribution occurs after the later of your Normal Retirement Age or age 62. The mandatory distribution will be invested in an IRA designed to preserve principal and provide a reasonable rate of return and liquidity. For further information concerning the Plan's rollover provisions, the IRA provider and the fees and expenses attendant to the IRA please contact the plan administrator at the phone number found in the "ADMINISTRATIVE INFORMATION" section at the end of this plan description.

You may rollover a distribution that otherwise qualifies for direct rollover treatment, directly into a Roth IRA, even if it does not include a Roth account. You will want to seek professional tax advice, as this type of rollover distribution will be taxable to you. (It is designed to avoid the two step conversion process previously required to convert a non-Roth IRA into a Roth IRA after paying tax on the conversion.)

### Inservice Withdrawals

You may receive an inservice withdrawal from your Account upon attainment of age 70-1/2 if you have not yet terminated employment.

## **MISCELLANEOUS**

### Domestic Relations Orders

Your benefits under the Plan may be assigned to other people in accordance with a qualified domestic relations order. You may obtain, without charge, a copy of the Plan's procedures regarding qualified domestic relations orders from the Plan Administrator.

### Amendment and Termination

The Company may amend, terminate or merge the Plan at any time.

### Fees

Your account may be charged for some or all of the costs and expenses of operating the Plan. Such expenses include, but are not limited to, investment expenses and costs to process plan distributions and domestic relations orders.

### Administrator Discretion

The Plan Administrator has the authority to make factual determinations, to construe and interpret the provisions of the Plan, to correct defects and resolve ambiguities in the Plan and to supply omissions to the Plan. Any construction, interpretation or application of the Plan by the Plan Administrator is final, conclusive and binding.

### Plan Year

The plan year ends on 12/31.

## **ADMINISTRATIVE INFORMATION**

The Plan Sponsor and Plan Administrator is Kent District Library.

Its address is 814 W River Center Dr. NE Comstock Park, Michigan 49321.

Its telephone number is 616-784-2007.

Its Employer Identification Number is 38-3247812.

## **Amendments**



## **RESOLUTION KENT DISTRICT LIBRARY BOARD OF TRUSTEES**

### **2018 BUDGET RESOLUTION**

#### **5<sup>th</sup> BUDGET AMENDMENT – EXPLANATION OF REQUESTED AMENDMENT**

---

The following suggested amendment to the General Fund budget is designed to change the approach to the 2018 budget.

##### **1. Categories**

This change does not have a dollar impact on the budget. Rather, it changes the categories used in summarization to be more transparent.

##### **2. Dissolve Local Materials and Local Miscellaneous Fiduciary Funds**

In the budget process for 2018, branch specific donations were moved out of the General Fund and into an “agency fund”. However, the branches are not separate entities from Kent District Library. Therefore, donations made for specific branches are still the responsibility of Kent District Library and should be accounted for in the General Fund. The net impact on the budget is zero.

##### **3. Dissolve Fund Development Special Revenue Fund**

In the budget process for 2018, the fund development department was moved out of the General Fund and into a “special revenue fund”. However, the development department does not meet the criteria to be considered a special revenue fund as the revenue sources are not specific (donations were budgeted to be received by both the General Fund and Fund Development Special Revenue Fund) and are not necessarily restricted or committed for specified purposes (donations may be unrestricted). Therefore, it is appropriate to account for these activities within the General Fund. With this change budgeted expenditures exceed budgeted revenue by an additional \$49,841.

We are also incorporating changes to the development department to adjust for the new methodology of development within Kent District Library. This change reduces budgeted expenditures by \$6,625.

Combined, budgeted expenditures exceed budgeted revenue by an additional \$43,216.



**KDL**      **Information.**  
Kent District Library   **Ideas.**  
                                 ***Excitement!***  
w w w . k d l . o r g

**RESOLUTION**  
**KENT DISTRICT LIBRARY BOARD OF TRUSTEES**

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library Caledonia Branch, on September 20, 2018 at 4:30 p.m.

The meeting was called to order by\_\_\_\_\_.

PRESENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

**A RESOLUTION OF THE KENT DISTRICT LIBRARY TO ADOPT THE  
5<sup>th</sup> BUDGET AMENDMENT**

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

**NOW, THEREFORE, BE IT RESOLVED THAT:**

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

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

**CERTIFICATION**

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on September 20, 2018, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: September 20, 2018

---

Allie Bush Idema, KDL Board Secretary

**KENT DISTRICT LIBRARY  
GENERAL FUND OPERATING  
2018 BUDGET - 5th AMENDMENT  
Original Categories**

<b>REVENUES:</b>	<b>APPROVED REVISED</b>
Taxes	21,261,500
Licenses and permits	2,500
State grants	610,000
Contributions from local units	479,000
Charges for services	50,000
Fines and forfeits	75,000
Investment income and rentals	83,500
Other revenue	709,786
Other financing sources	50,000
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>23,321,286</b>

<b>EXPENDITURES:</b>	
Personal services	14,215,459
Supplies	2,351,675
Other services and charges	4,060,711
Capital outlay	3,755,137
Other financing uses	25,000
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>24,407,982</b>

**EXCESS OVER / UNDER**

**(1,086,696)**

**KENT DISTRICT LIBRARY  
GENERAL FUND OPERATING  
2018 BUDGET - 5th AMENDMENT  
New Categories**

**REVENUES:**

**PROPOSED**

Property Taxes	21,261,500
Penal Fines	454,000
Charges for services	150,000
Interest Income	76,000
Public Donations	50,000
Other Revenue	669,786
State Sources	610,000
Transfers In	50,000
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>23,321,286</b>

**EXPENDITURES:**

Salaries and Wages	10,853,252
Employee Benefits	3,362,207
Collections - Digital	1,410,334
Collections - Physical	1,984,995
Supplies	715,402
Contractual and Professional Services	1,356,521
Programming and Outreach	266,055
Maintenance and Utilities	1,723,623
Staff Development	275,310
Board Development	14,900
Other Expenditures	551,625
Capital Outlay	1,868,757
Transfers Out	25,000
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>24,407,981</b>

**EXCESS OVER / UNDER**

**(1,086,695)**

**KENT DISTRICT LIBRARY  
GENERAL FUND OPERATING  
2018 BUDGET - 5th AMENDMENT  
Dissolve Local Misc/Local Materials Fiduciary Funds**

<b>REVENUES:</b>	<b>PROPOSED</b>	<b>PROPOSED AMENDMENTS</b>	<b>PROPOSED REVISED</b>
Property Taxes	21,261,500		21,261,500
Penal Fines	454,000		454,000
Charges for services	150,000		150,000
Interest Income	76,000		76,000
Public Donations	50,000	218,000	268,000
Other Revenue	669,786		669,786
State Sources	610,000		610,000
Transfers In	50,000		50,000
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>23,321,286</b>	<b>218,000</b>	<b>23,539,286</b>

**EXPENDITURES:**

Salaries and Wages	10,853,252		10,853,252
Employee Benefits	3,362,207		3,362,207
Collections - Digital	1,410,334		1,410,334
Collections - Physical	1,984,995	54,000	2,038,995
Supplies	715,402		715,402
Contractual and Professional Services	1,356,521		1,356,521
Programming and Outreach	266,055		266,055
Maintenance and Utilities	1,723,623		1,723,623
Staff Development	275,310		275,310
Board Development	14,900		14,900
Other Expenditures	551,625	164,000	715,625
Capital Outlay	1,868,757		1,868,757
Transfers Out	25,000		25,000
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>24,407,981</b>	<b>218,000</b>	<b>24,625,981</b>
<b>EXCESS OVER / UNDER</b>	<b>(1,086,695)</b>	<b>-</b>	<b>(1,086,695)</b>

**KENT DISTRICT LIBRARY  
GENERAL FUND OPERATING  
2018 BUDGET - 5th AMENDMENT  
Dissolve Development Special Revenue Fund**

<b>REVENUES:</b>	<b>PROPOSED REVISED</b>	<b>PROPOSED AMENDMENTS (1)</b>	<b>PROPOSED AMENDMENTS (2)</b>	<b>UPDATED PROPOSED REVISED</b>
Property Taxes	21,261,500			21,261,500
Penal Fines	454,000			454,000
Charges for services	150,000			150,000
Interest Income	76,000			76,000
Public Donations	268,000	93,500		361,500
Other Revenue	669,786	32,005		701,791
State Sources	610,000			610,000
Transfers In	50,000	(50,000)		-
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>23,539,286</b>	<b>75,505</b>	<b>-</b>	<b>23,614,791</b>

**EXPENDITURES:**

Salaries and Wages	10,853,252	77,087		10,930,339
Employee Benefits	3,362,207	13,514		3,375,721
Collections - Digital	1,410,334			1,410,334
Collections - Physical	2,038,995			2,038,995
Supplies	715,402	14,900	(8,850)	721,452
Contractual and Professional Services	1,356,521	11,000	19,075	1,386,596
Programming and Outreach	266,055	15,000	(11,000)	270,055
Maintenance and Utilities	1,723,623	4,600		1,728,223
Staff Development	275,310	500	1,000	276,810
Board Development	14,900			14,900
Other Expenditures	715,625	13,745	(6,850)	722,520
Capital Outlay	1,868,757			1,868,757
Transfers Out	25,000	(25,000)		-
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>24,625,981</b>	<b>125,346</b>	<b>(6,625)</b>	<b>24,744,702</b>
<b>EXCESS OVER / UNDER</b>	<b>(1,086,695)</b>	<b>(49,841)</b>	<b>6,625</b>	<b>(1,129,911)</b>

(1) Brings original development budget into General Fund

(2) Adjusts for new methodology in Development Department