**KDL**
Kent District Library

**Information.
Ideas.
Excitement!**

# BOARD OF TRUSTEES
## *Meeting Agenda*

**LOCATION**: KDL Cascade Township Branch (2870 Jacksmith Ave. SE, Grand Rapids, MI 49546)
**DATE**: Thursday, November 15, 2018 at 7:00 p.m.

    I.   CALL TO ORDER

    II.   PLEDGE OF ALLEGIANCE

\*    III.   CONSENT AGENDA
        A. Approval of Agenda
        B. Approval of Minutes – October 25, 2018

\*    IV.   PUBLIC HEARING – 2019 Budget                                   *Roll-Call Vote*

    V.   LIAISON REPRESENTATIVE COMMENTS

    VI.   PUBLIC COMMENTS\*\*

    VII.   BRANCH MANAGER'S REPORT – Vanessa Walstra

\*    VIII.   FINANCE REPORTS – October 2018

    IX.   LAKELAND LIBRARY COOPERATIVE REPORT

    X.   DIRECTOR'S REPORT – October 2018

\*    XI.   OLD BUSINESS
        A. KDL Policy Manual – Section 4: Patron Behavior *(second reading)*

    XII.   NEW BUSINESS

        A. 2018 Strategic Plan Update
        B. 2019-2020 Strategic Plan Activities
     \* C. Director's Evaluation: Request for December Closed Session
     \* D. Resolution: Fund Type for Consulting                     *Roll-Call Vote*
     \* E. Resolution: 6th Budget Amendment                     *Roll-Call Vote*
     \* F. Resolution: Approval of 2019 Original Budget        *Roll-Call Vote*

    XIII.   LIAISON REPRESENTATIVE COMMENTS

    XIV.   PUBLIC COMMENTS\*\*

    XV.   BOARD MEMBER COMMENTS

    XVI.   MEETING DATES
        ***Regular Meeting: Thursday, December 20, 2018 – KDL Meeting Center – 4:30 p.m.***

\*    XVII.   ADJOURNMENT

   \*  *Requires Action*

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

**Draft**

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

# BOARD OF TRUSTEES
## *Meeting Minutes*

**LOCATION**: KDL Byron Township Branch (8191 Byron Center Ave SW, Byron Center, MI 49315)
**DATE**: Thursday, October 25, 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, Eric DeHaan, Lindsey Dorfman, Randy Goble, Claire Horlings, Brian Mortimore, Laura Powers

Guests Present: Charles Myers

I.  CALL TO ORDER
    Chair Weller called the meeting to order at 4:31 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 – September 20, 2018 and October 11, 2018
    C.  Request for Early Closing of the Kentwood Branch on Friday, December 7, 2018 to accommodate the Holiday Light Parade & Tree Lighting.
    D.  Request for Early Closing of the East Grand Rapids Branch on Saturday, March 23, 2019 to accommodate the Sip & Support event for the East Grand Rapids Schools Foundation.

    **Motion: Ms. Oliver moved to approve the consent agenda as presented.**
    **Support: Supported by Ms. Bruursema.**
    **RESULT: Motion carried.**

VI.  BRANCH MANAGER'S REPORT – Eric DeHaan
    Mr. DeHaan gave an update about the recent changes and upcoming events at the Byron Township Branch:
    - The Byron Township Branch continues to see an increase in circulation, program attendance, outreach, and public computer use.
    - Michigan has overall very poor reading scores, but Byron Township students are a bright spot in proficiency. The Byron Township area has a lot of parental involvement, which positively impacts reading scores. Parents that model reading have children who become academically successful readers. It is self-feeding cycle.
    - Byron Township had the second highest number for completers in the summer reading club, which is impressive considering they are a medium-sized branch. They saw a 5% increase in completers and a total of 1800 kids.
    - Byron is in third place behind Kentwood and East Grand Rapids for KDLville, the program that focuses on early literacy, and in first place for KDLand, the program that focuses on school-aged literacy.
    - Staff does monthly visits to all of the local elementary schools: Byron, Byron Charter, and Byron Christian. Staff visits Brown Elementary, which is just across the street, every week.

- One of the most well-known librarians, Barb DeYoung, retried earlier this year after being with KDL for over 15 years. Mr. DeHaan and staff had planned a four hour party to enjoy refreshments and celebrate sending her off into retirement. Mr. DeHaan joked that the event was like a book signing with James Patterson. People brought cards, gifts, etc., and the line was long all four hours. A single librarian made a huge impact on the kids and adults alike. Barb made every interaction with patrons special.
- Due to proximity, the branch has a great relationship with their neighbor Brown Elementary. Brown Elementary students spend the first part of their day reading. Linda Grit, a former shelver at the branch, is the media specialist at Brown Elementary. Mr. DeHaan does a storytime for 18-25 students while they eat their lunches.
- Mr. DeHaan expressed interest building maker spaces, piloting more experimental initiatives, and leveraging augmented reality in a library setting. KDL, and even Byron Township Branch specifically, is a pioneering library: their branch was the first to pioneer a virtual reality, which has been open play once a month.

VII. FINANCE REPORTS – September 2018

The Director of Finance gave a brief overview of the September cash report: cash is up approximately $2 million over the same time in the prior year. KDL is 75% through the fiscal year and revenues are at 98.8%. Expenditures are at 64.4 % of the budget. Leadership is taking a look at underspent areas and making proper adjustments. Last year, KDL added $3 million to the fund balance and would like to avoid doing that in the upcoming fiscal year.

Priority Health was the largest check cut this month for insurance, and the second largest was for SirsiDynix consulting services.

KDL can still expect some revenues to come in this year: fourth quarter donations will come in with the year-end appeal, and KDL may receive an additional eRate payment for 4Q 2018 but it is dependent on the timeliness of submitting requests for reimbursements and receiving the funds from the government.

**<u>Motion</u>: Mr. Noreen moved to receive and file September 2018 finance reports as presented.**
**<u>Support</u>: Supported by Mr. Erlewein.**
**<u>RESULT</u>: Motion carried.**

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted the following motion items, which were approved at the October 11, 2018 Lakeland Library Cooperative Board meeting:

- The election of slate of officers for FY2018-2019 as presented by the Nominating Committee at the September 13, 2018 meeting.
- The 2017-2018 Budget Transfer/Amendment 7 as presented.
- The FY2018-2019 Fund Depositories as presented.
- The authorized signatures for FY2018-2019 as presented.
- The bank resolutions for FY2018-2019 as presented.
  Resolutions were signed for the following banking institutions:
  o Chemical Bank
  o Flagstar Bank
  o Independent Bank
  o Macatawa Bank
  o Mercantile Bank of Michigan
- The designation of Joe Verlin of Gabridge & Company as the independent auditor for the Cooperative's financial statements for the Fiscal Year ended September 30, 2018.

IX. DIRECTOR'S REPORT – September 2018
In Director Werner's absence, members of the KDL Leadership team highlighted the following items:
- KDL plans to partner with a third party vendor to create a program for people to obtain an actual high school degree diploma rather than a GED. It is a partnership with a third party vendor.
- Ms. Boisvenue-Fox spoke to the 2018 downward trend in digital circulation, attributing it to the fact that KDL's new eBook platform does not automatically fulfill holds. However, the circulation is starting to trend upwards again.

The Board asked questions of staff and staff responded.

X. NEW BUSINESS
A. Literary Libations Net Revenue Update
Ms. Horlings presented the finalized numbers for the 2018 Literary Libations gala. Thanks to some recent donations from attendees, KDL grossed approximately $70k, plus a $3k pledge. Feedback from guests included appreciation for the compelling patron videos that were shown during the event and learning more about the many ways KDL is meeting the needs of the community. Ms. Horlings reminded everyone that the Literary Libations Gala is not only a fundraiser, but also a friend raiser. She followed up with 30+ corporate and individual donors to thank them again, get their feedback on the event, and to promote a cycle of stewardship. Ms. Horlings also reported that as a result of her follow-up conversations, two guests have agreed to serve on the gala planning committee.

Ms. Horlings also gave an update on the upcoming Year-End Appeal: Reading Booster Packs for all the branches are the focal point this year.

B. Director's Evaluation Process
Chair Weller reviewed the timeline and process for Director Werner's 2018 evaluation, and Ms. Cooper provided additional clarity to the newer Board members.

C. KDL Policy Manual Section 4: Patron Behavior
KDL's lawyer, Anne Seurynck, wrote most of the patron behavior policy presented. A strong patron behavior policy ensures that KDL's spaces are comfortable and safe for patrons and staff alike. Having strong policy that is passed by the Board backs up our staff and allows them to do the jobs they need to do. The policy was extensively reviewed by Leadership, and branch managers gave feedback. Ms. Cooper took all thoughts and comments and turned them into a unified policy that fit into the existing framework KDL has. There were a few slight changes made to improve the flow of the policies since the structure was approved in June, and Ms. Dorfman pointed those out. Printer-friendly summaries under 4.1 and 4.3 were added so staff can give them out to offending patrons.

The Board asked questions regarding certain policies and language, and staff responded. The Board collectively decided to take the section 4 changes to a second reading to examine them more closely.

XI. LIAISON REPRESENTATIVE COMMENTS – None.

XII. PUBLIC COMMENTS – None.

XIII. BOARD MEMBER COMMENTS
*Ms. Bruursema:* Ms. Bruursema did not go to MLA and was sad to have missed it. It was the first MLA Conference she missed in 25 years, but plans to be there next year again when Ms. Boisvenue-Fox is president. Ms. Bruursema reported that she met with people from Chelsea about their millage next summer, and that they "borrowed" KDL's Military Card idea. Theirs will launch on November 11 – Veterans Day. Ms. Bruursema concluded by saying that she was pleased to see a photo in the paper of the KDL pumpkin bowling game that the Gaines Branch of KDL put on at the Heritage Festival. The festival was a great success again this year.

*Mr. Erlewein*: Mr. Erlewein went to MLA and has only great things to say about it. He went to a budget session and there were only about 5 people in the room. A sexual harassment session, put on by KDL Kentwood staff, really opened his eyes to what branch staff have to deal with on a daily basis.

*Ms. Idema:* Ms. Idema commented on the Walker Needs Assessment and Survey.

*Mr. Noreen:* Mr. Noreen apologized for not being present for the budget work session, though he was glad to hear it went very quickly for everyone else.

*Ms. Oliver:* Ms. Oliver attended MLA last week. She said it was amazing and she was really glad she got to attend her first year serving on the Board. Ms. Oliver also attended Englehardt Branch Manager Heather Wood-Gramza's farewell party on Friday. Ms. Oliver said Ms. Wood-Gramza left on a great note and she will be missed.

*Ms. Weller:* Ms. Weller attended MLA again this year and had a terrific time. She considers it one of the better learning experiences for trustees. Ms. Weller announced that KDL finally has a full Board, and introduced Chuck Myers from the audience as a returning Board member who previously served for 17 years before moving to another region of KDL's service area. Ms. Weller also said Sheri Gilreath-Watts was also appointed as the Region 8 trustee, and both will officially join the Board for the November meeting.

XIV.   MEETING DATES
       *Regular Meeting & Budget Approval: Thursday, November 15, 2018 – KDL Cascade Branch – 7:00 p.m.*

XV.    ADJOURNMENT
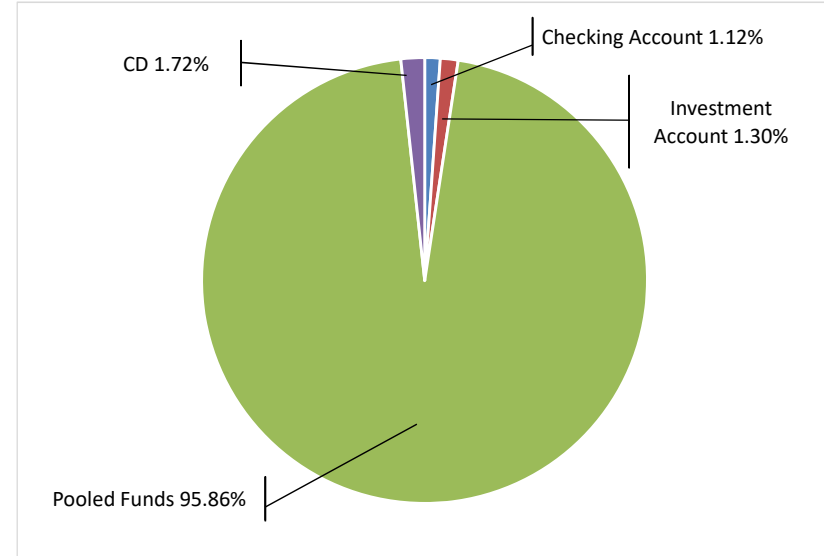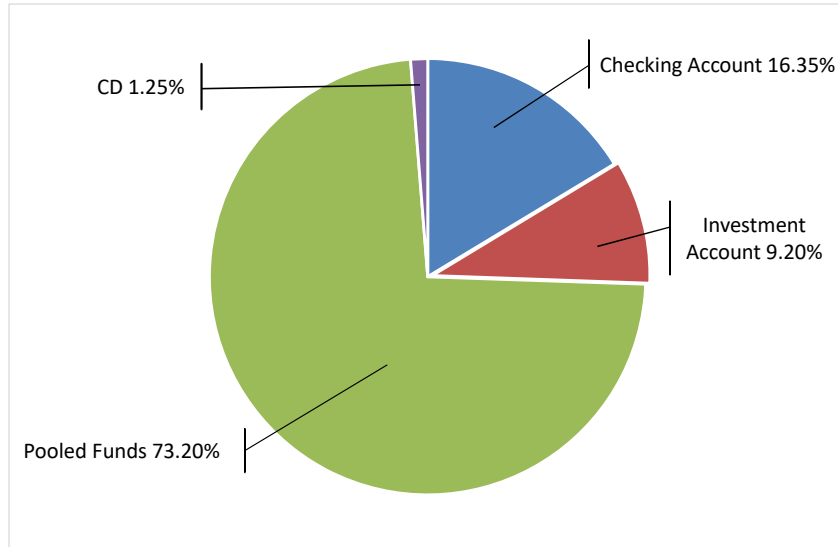       **Motion: Mr. Erlewein moved for adjournment at 5:49 p.m.**
       **Support: Supported by Ms. Oliver.**
       **RESULT: Motion carried.**

_____
ADMINISTRATIVE APPROVAL FOR DISTRIBUTION
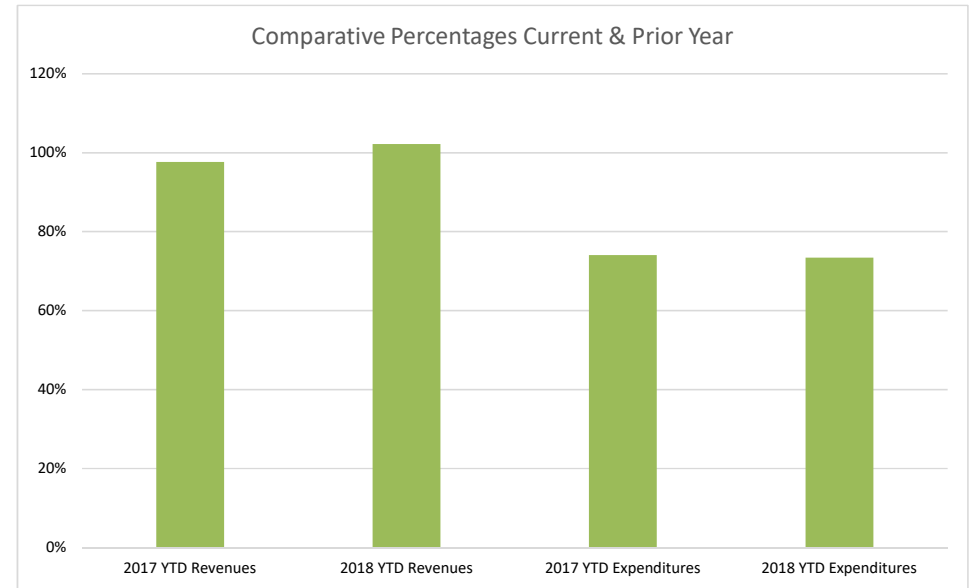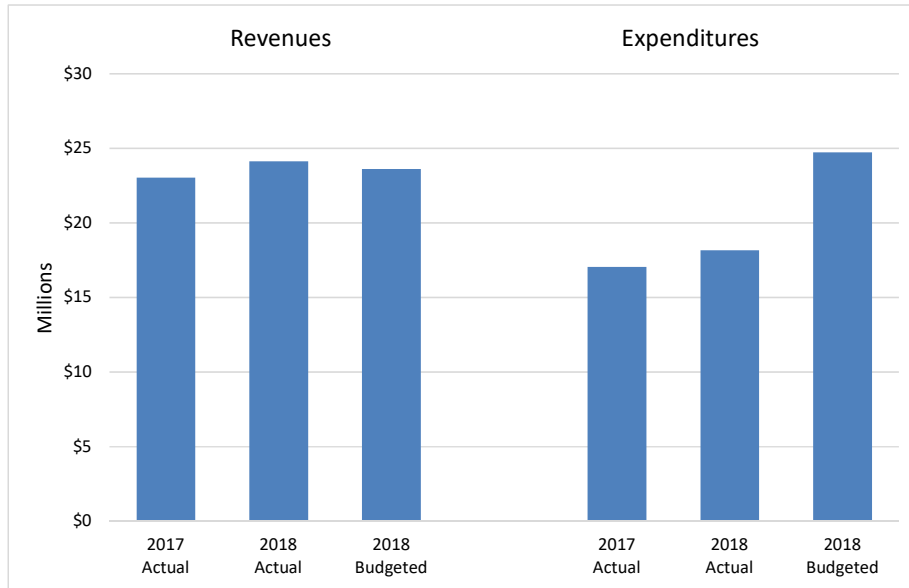
# Monthly Cash Position Per Bank
## Month ended October 31



CD 1.25%
Checking Account 16.35%
Investment Account 9.20%
Pooled Funds 73.20%



CD 1.72%
Checking Account 1.12%
Investment Account 1.30%
Pooled Funds 95.86%

### 2018

| Account | Rate | Amount |
|---|---|---|
| Huntington Checking Account | 0.166% | $3,447,201.38 |
| Huntington Investment Account | 0.300% | $1,940,647.82 |
| *Kent County Pooled Funds | 0.956% | $15,434,879.06 |
| First National Bank | 1.240% | $263,016.15 |
| | | $21,085,744.41 |

### 2017

| Account | Rate | Amount |
|---|---|---|
| Huntington Checking Account | 0.150% | $169,012.47 |
| Huntington Investment Account | 0.300% | $196,474.96 |
| *Kent County Pooled Funds | 0.845% | $14,488,834.88 |
| First National Bank | 1.045% | $259,428.68 |
| | | $15,113,750.99 |

* Includes Trust Pooled fund balances

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

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

# Monthly Revenues and Expenditures
# Month ended October 31



Revenues / Expenditures



Comparative Percentages Current & Prior Year

## Budget to Actual with Prior Year Comparison

**Revenues**

| | | |
|---|---|---|
| 2017 Actual | $ | 23,042,335 |
| 2018 Actual | $ | 24,145,577 |
| 2018 Budgeted | $ | 23,614,791 |

**Expenditures**

| | | |
|---|---|---|
| 2017 Actual | $ | 17,065,047 |
| 2018 Actual | $ | 18,170,440 |
| 2018 Budgeted | $ | 24,744,703 |

## Comparative Percentages Current & Prior Year

| Account | Amount |
|---|---|
| 2017 YTD Revenues | 97.7% |
| 2018 YTD Revenues | 102.2% |
| | |
| 2017 YTD Expenditures | 74.1% |
| 2018 YTD Expenditures | 73.4% |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2018 Through 10/31/2018
(In Whole Numbers)

| | YTD Actual | 2018 Amended Budget | 2018 Amended Budget to Actual Variance | Percent Remaining |
|---|---|---|---|---|
| Revenues | | | | |
| Property Taxes | 21,633,615 | 21,261,500 | 372,115 | 2 % |
| Penal Fines | 831,140 | 454,000 | 377,140 | 83 % |
| Charges for Services | 246,052 | 150,000 | 96,052 | 64 % |
| Interest Income | 168,224 | 76,000 | 92,224 | 121 % |
| Public Donations | 280,080 | 361,500 | (81,420) | (23)% |
| Other Revenue | 571,731 | 701,791 | (130,060) | (19)% |
| State Sources | 414,736 | 610,000 | (195,264) | (32)% |
| Total Revenues | 24,145,577 | 23,614,791 | 530,786 | 2 % |
| | | | | |
| Expenditures | | | | |
| Salaries and Wages | 8,574,665 | 10,930,339 | 2,355,674 | 22 % |
| Employee Benefits | 2,362,947 | 3,375,721 | 1,012,774 | 30 % |
| Collections - Digital | 1,175,121 | 1,410,334 | 235,213 | 17 % |
| Collections - Physical | 1,654,582 | 2,038,995 | 384,413 | 19 % |
| Supplies | 543,732 | 721,452 | 177,720 | 25 % |
| Contractual and Professional Services | 961,928 | 1,386,596 | 424,669 | 31 % |
| Programming and Outreach | 198,217 | 270,055 | 71,838 | 27 % |
| Maintenance and Utilities | 1,665,082 | 1,728,223 | 63,142 | 4 % |
| Staff Development | 157,193 | 276,810 | 119,617 | 43 % |
| Board Development | 9,588 | 14,900 | 5,312 | 36 % |
| Other Expenditures | 458,373 | 722,520 | 264,147 | 37 % |
| Capital Outlay | 409,013 | 1,868,757 | 1,459,744 | 78 % |
| Total Expenditures | 18,170,440 | 24,744,703 | 6,574,263 | 27 % |
| | | | | |
| Excess Revenue Over (Under) Expenditures | 5,975,138 | (1,129,912) | 7,105,049 | (629)% |

| | YTD Actual | 2018 Amended Budget | 2018 Amended Budget to Actual Variance | Percent Remaining |
|---|---|---|---|---|
| **Revenues** | | | | |
| Charges for Services | 49,539 | 100,000 | (50,461) | (50)% |
| Other Revenue | 0 | 1,000 | (1,000) | (100)% |
| Total Revenues | 49,539 | 101,000 | (51,461) | (51)% |
| **Expenditures** | | | | |
| Salaries and Wages | 11,703 | 56,000 | 44,297 | 79 % |
| Employee Benefits | 895 | 4,000 | 3,105 | 78 % |
| Supplies | 0 | 3,250 | 3,250 | 100 % |
| Contractual and Professional Services | 34,009 | 0 | (34,009) | 0 % |
| Staff Development | 3,279 | 4,750 | 1,471 | 31 % |
| Other Expenditures | 4,238 | 7,000 | 2,762 | 39 % |
| Total Expenditures | 54,124 | 75,000 | 20,876 | 28 % |
| Excess Revenue Over (Under) Expenditures | (4,585) | 26,000 | (30,585) | (118)% |

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

| | YTD Ending October 31, 2017 | YTD Ending October 31, 2018 | Total Variance |
|---|---|---|---|
| **Revenues** | | | |
| Property Taxes | 20,547,061 | 21,633,615 | 1,086,553 |
| Penal Fines | 790,072 | 831,140 | 41,068 |
| Charges for Services | 329,770 | 246,052 | (83,718) |
| Interest Income | 118,113 | 168,224 | 50,111 |
| Public Donations | 246,052 | 280,080 | 34,028 |
| Other Revenue | 638,467 | 571,731 | (66,736) |
| State Sources | 372,800 | 414,736 | 41,935 |
| Total Revenues | 23,042,335 | 24,145,577 | 1,103,242 |
| | | | |
| **Expenditures** | | | |
| Salaries and Wages | 8,142,414 | 8,574,665 | 432,251 |
| Employee Benefits | 2,065,255 | 2,362,947 | 297,692 |
| Collections - Digital | 1,150,107 | 1,175,121 | 25,013 |
| Collections - Physical | 1,559,978 | 1,654,582 | 94,605 |
| Supplies | 214,071 | 543,732 | 329,661 |
| Contractual and Professional Services | 1,669,935 | 961,928 | (708,007) |
| Programming and Outreach | 277,667 | 198,217 | (79,451) |
| Maintenance and Utilities | 573,163 | 1,665,082 | 1,091,919 |
| Staff Development | 138,660 | 157,193 | 18,533 |
| Board Development | 11,050 | 9,588 | (1,463) |
| Other Expenditures | 513,091 | 458,373 | (54,718) |
| Capital Outlay | 749,655 | 409,013 | (340,641) |
| Total Expenditures | 17,065,047 | 18,170,440 | 1,105,393 |
| | | | |
| **Other Financing Uses** | | | |
| Transfers Out | - | - | - |
| Total Other Financing Uses | - | - | - |
| | | | |
| Excess Revenue Over (Under) Expenditures | 5,977,288 | 5,975,138 | (2,151) |

**Kent District Library**

Statement of Revenues and Expenditures

101 - General Fund

From 10/1/2018 Through 10/31/2018

(In Whole Numbers)

| | | Current Month | 2018 YTD | 2018 Amended Budget | 2018 Amended Budget to Actual Variance | Percent Remaining |
|---|---|---|---|---|---|---|
| | Revenues | | | | | |
| | Property Taxes | | | | | |
| 4402 | Current property taxes | 0 | 21,009,993 | 21,075,000 | (65,007) | (0)% |
| 4412 | Delinquent personal property taxes | 452,102 | 460,945 | 12,000 | 448,945 | 3,741 % |
| 4432 | DNR - PILT | 4,945 | 16,554 | 9,500 | 7,054 | 74 % |
| 4437 | Industrial facilities taxes | 0 | 146,122 | 165,000 | (18,878) | (11)% |
| | Total Property Taxes | 457,047 | 21,633,615 | 21,261,500 | 372,115 | 2 % |
| | Penal Fines | | | | | |
| 4581 | Penal fines | 0 | 831,140 | 454,000 | 377,140 | 83 % |
| | Total Penal Fines | 0 | 831,140 | 454,000 | 377,140 | 83 % |
| | Charges for Services | | | | | |
| 4650 | Printing/fax fees | 9,003 | 85,980 | 50,000 | 35,980 | 72 % |
| 4658 | Overdue fines | 11,881 | 139,152 | 75,000 | 64,152 | 86 % |
| 4685 | Materials replacement charges | 3,619 | 20,920 | 25,000 | (4,080) | (16)% |
| | Total Charges for Services | 24,503 | 246,052 | 150,000 | 96,052 | 64 % |
| | Interest Income | | | | | |
| 4665 | Interest earned on deposits and investments | 22,029 | 166,736 | 75,000 | 91,736 | 122 % |
| 4666 | Interest Earned - Property Taxes | 132 | 1,488 | 1,000 | 488 | 49 % |
| | Total Interest Income | 22,161 | 168,224 | 76,000 | 92,224 | 121 % |
| | Public Donations | | | | | |
| 4673 | Restricted donations | 146,515 | 266,635 | 238,000 | 28,635 | 12 % |
| 4674 | Unrestricted donations | 939 | 13,445 | 65,000 | (51,555) | (79)% |
| 4675 | Sponsorships | 0 | 0 | 58,500 | (58,500) | (100)% |
| | Total Public Donations | 147,453 | 280,080 | 361,500 | (81,420) | (23)% |
| | Other Revenue | | | | | |
| 4502 | Universal Service Fund - eRate | 133,020 | 467,437 | 621,786 | (154,349) | (25)% |
| 4583 | Contributions from public schools | 16,154 | 82,267 | 25,000 | 57,267 | 229 % |
| 4642 | Sales | 0 | 2,395 | 5,000 | (2,605) | (52)% |
| 4643 | Ticket Sales | 0 | 0 | 22,005 | (22,005) | (100)% |
| 4644 | Book sales | 0 | 0 | 5,000 | (5,000) | (100)% |
| 4651 | Admission/Entry fees | 129 | 129 | 0 | 129 | 0 % |
| 4667 | Building rental | 1,309 | 9,220 | 7,500 | 1,720 | 23 % |
| 4668 | Royalties | 946 | 3,635 | 2,500 | 1,135 | 45 % |
| 4672 | Local grants | 0 | 860 | 10,000 | (9,140) | (91)% |
| 4677 | Program contributions | 0 | 2,132 | 0 | 2,132 | 0 % |
| 4686 | Sale of Equipment | 0 | 65 | 0 | 65 | 0 % |
| 4688 | Miscellaneous | 494 | 3,591 | 3,000 | 591 | 20 % |
| | Total Other Revenue | 152,051 | 571,731 | 701,791 | (130,060) | (19)% |
| | State Sources | | | | | |
| 4540 | State Aid | 0 | 290,147 | 300,000 | (9,853) | (3)% |
| 4541 | State aid - LBPH | 0 | 41,072 | 0 | 41,072 | 0 % |
| 4548 | Renaissance Zone reimbursement | 0 | 83,517 | 60,000 | 23,517 | 39 % |
| 4549 | Personal Property tax reimbursement | 0 | 0 | 250,000 | (250,000) | (100)% |
| | Total State Sources | 0 | 414,736 | 610,000 | (195,264) | (32)% |
| | Total Revenues | 803,216 | 24,145,577 | 23,614,791 | 530,786 | 2 % |

Expenditures

Salaries and Wages

# Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2018 Through 10/31/2018
(In Whole Numbers)

| | | Current Month | 2018 YTD | 2018 Amended Budget | 2018 Amended Budget to Actual Variance | Percent Remaining |
|---|---|---|---|---|---|---|
| 5700 | Board Stipend | 150 | 2,040 | 3,360 | 1,320 | 39 % |
| 5701 | Administrator wages | 67,619 | 704,061 | 849,839 | 145,778 | 17 % |
| 5702 | Managers wages | 162,313 | 1,650,449 | 2,204,159 | 553,710 | 25 % |
| 5703 | Support Staff wages | 313,253 | 3,305,578 | 4,237,588 | 932,009 | 22 % |
| 5704 | Operations | 259,214 | 2,627,002 | 3,290,807 | 663,804 | 20 % |
| 5705 | Interns | 1,101 | 42,779 | 77,587 | 34,808 | 45 % |
| 5706 | Extra duty stipends | 0 | 0 | 20,000 | 20,000 | 100 % |
| 5708 | Subs | 30,845 | 242,756 | 247,000 | 4,244 | 2 % |
| | Total Salaries and Wages | 834,496 | 8,574,665 | 10,930,339 | 2,355,674 | 22 % |
| | Employee Benefits | | | | | |
| 5709 | FICA | 60,469 | 626,639 | 836,178 | 209,539 | 25 % |
| 5716 | Defined Benefit Pension Plan Expenditures | 7,146 | 75,464 | 108,267 | 32,803 | 30 % |
| 5717 | Defined Contribution Pension Plan Contributions | 18,384 | 164,719 | 442,979 | 278,260 | 63 % |
| 5718 | Employee Health Benefits | 98,767 | 982,756 | 1,357,309 | 374,553 | 28 % |
| 5719 | Part-time Employee Health Benefits | 15,760 | 111,183 | 220,000 | 108,817 | 49 % |
| 5720 | HSA/Flex | 900 | 346,425 | 336,000 | (10,425) | (3)% |
| 5723 | Retiree Health Care OPEB | 153 | 1,528 | 1,500 | (28) | (2)% |
| 5724 | Life Insurance | 0 | 20,142 | 25,483 | 5,341 | 21 % |
| 5725 | Additional Life Insurance | 0 | 7,785 | 14,100 | 6,315 | 45 % |
| 5726 | Housing Allowance | 0 | 10,000 | 12,000 | 2,000 | 17 % |
| 5727 | Gradifi Student Loan Assistance | 1,075 | 11,050 | 15,750 | 4,700 | 30 % |
| 5728 | YMCA Membership Support | 80 | 930 | 1,800 | 870 | 48 % |
| 5730 | Other Employee Benefits | 0 | 4,326 | 4,355 | 29 | 1 % |
| | Total Employee Benefits | 202,734 | 2,362,947 | 3,375,721 | 1,012,774 | 30 % |
| | Collections - Digital | | | | | |
| 5785 | Cloud Library | 0 | 665,000 | 937,680 | 272,680 | 29 % |
| 5786 | Hoopla | 0 | 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 % |
| | Total Collections - Digital | 0 | 1,175,121 | 1,410,334 | 235,213 | 17 % |
| | Collections - Physical | | | | | |
| 5791 | Subscriptions | 52,421 | 54,587 | 68,615 | 14,028 | 20 % |
| 5815 | KDL Cruisers | 2,303 | 24,968 | 30,000 | 5,032 | 17 % |
| 5871 | Restricted Donation Expenditures-Branch Materials | 6,160 | 6,160 | 54,000 | 47,840 | 89 % |
| 5982 | Collection Materials - Depreciable | 169,961 | 1,069,626 | 1,207,055 | 137,429 | 11 % |
| 5983 | CD/DVD Collection Materials - Non-Depreciable | 61,159 | 462,613 | 613,550 | 150,937 | 25 % |
| 5984 | Beyond Books Collection - Non-Depreciable | 8,957 | 36,627 | 65,775 | 29,148 | 44 % |
| | Total Collections - Physical | 300,961 | 1,654,582 | 2,038,995 | 384,413 | 19 % |
| | Supplies | | | | | |
| 5750 | Processing Supplies | 12,556 | 113,633 | 169,700 | 56,067 | 33 % |
| 5751 | Office Supplies | 3,438 | 37,039 | 46,310 | 9,271 | 20 % |
| 5752 | Paper | 3,771 | 20,634 | 19,095 | (1,539) | (8)% |
| 5753 | AV Supplies | 3,273 | 13,303 | 17,000 | 3,697 | 22 % |
| 5754 | Disposable Technology <$1000 | 21,606 | 163,777 | 236,145 | 72,368 | 31 % |

| | | Current Month | 2018 YTD | 2018 Amended Budget | 2018 Amended Budget to Actual Variance | Percent Remaining |
|---|---|---|---|---|---|---|
| 5755 | Maintenance Supplies - Custodial | 173 | 3,232 | 5,160 | 1,928 | 37 % |
| 5756 | Water Cooler | 346 | 6,198 | 2,300 | (3,898) | (169)% |
| 5757 | Meeting Center Supplies | 2 | 1,301 | 3,000 | 1,699 | 57 % |
| 5760 | Technology Accessories | 187 | 12,551 | 0 | (12,551) | 0 % |
| 5765 | Wellness Supplies | (107) | 4,434 | 5,000 | 566 | 11 % |
| 5766 | Team KDL Supplies | 0 | 0 | 1,000 | 1,000 | 100 % |
| 5767 | New EE Shirts/Tote Bags | 223 | 1,498 | 4,000 | 2,502 | 63 % |
| 5768 | Promotions Supplies | 0 | 16,525 | 39,020 | 22,495 | 58 % |
| 5769 | Service Awards | 2,050 | 7,238 | 4,200 | (3,038) | (72)% |
| 5770 | Other Awards/Prizes | 39 | 80,542 | 84,550 | 4,008 | 5 % |
| 5771 | Beverages | 0 | 3,080 | 1,500 | (1,580) | (105)% |
| 5790 | Books (not for circulation) | 0 | 8,752 | 0 | (8,752) | 0 % |
| 5799 | Miscellaneous Supplies | 929 | 12,704 | 35,790 | 23,086 | 65 % |
| 5851 | Mail/Postage | 296 | 4,140 | 9,805 | 5,665 | 58 % |
| 5900 | Printing and Publishing | 1,646 | 33,153 | 37,877 | 4,724 | 12 % |
| | Total Supplies | 50,427 | 543,732 | 721,452 | 177,720 | 25 % |
| | Contractual and Professional Services | | | | | |
| 5792 | Software | 10,234 | 218,086 | 86,881 | (131,205) | (151)% |
| 5801 | Professional Services | 0 | 7,000 | 20,000 | 13,000 | 65 % |
| 5802 | Public Relations Consultant | 1,557 | 16,500 | 10,000 | (6,500) | (66)% |
| 5803 | IT Consultant - Consulting Svcs. | 0 | 0 | 8,400 | 8,400 | 100 % |
| 5804 | Other Consultants | 50 | 13,700 | 20,000 | 6,300 | 32 % |
| 5805 | Audit Services | 0 | 24,000 | 31,500 | 7,500 | 24 % |
| 5806 | Legal Services | 1,402 | 45,689 | 16,500 | (29,189) | (177)% |
| 5808 | ILS Consultant | 43,000 | 86,000 | 200,000 | 114,000 | 57 % |
| 5809 | Temporary Contracted Employees | 0 | 54,543 | 0 | (54,543) | 0 % |
| 5811 | IT Contracted Services | 7,599 | 75,537 | 113,400 | 37,863 | 33 % |
| 5812 | HR Contracted Services | 23 | 5,527 | 2,000 | (3,527) | (176)% |
| 5813 | Delivery Services | 8,676 | 99,021 | 130,000 | 30,979 | 24 % |
| 5814 | Security Services | 4,652 | 70,005 | 43,400 | (26,605) | (61)% |
| 5816 | Employment Recruiter | 113 | 1,400 | 5,000 | 3,600 | 72 % |
| 5817 | Lakeland Library Co-op services | 932 | 3,885 | 4,500 | 615 | 14 % |
| 5818 | Shredding services | 0 | 396 | 1,050 | 654 | 62 % |
| 5819 | Drug Screenings/background checks | 270 | 2,009 | 3,500 | 1,491 | 43 % |
| 5820 | Other Professional Services | 0 | 825 | 7,000 | 6,175 | 88 % |
| 5823 | Inspection Services | 0 | 1,081 | 1,500 | 419 | 28 % |
| 5827 | Catering | 0 | 20,030 | 31,250 | 11,220 | 36 % |
| 5829 | Custodial/cleaning services | 430 | 4,506 | 18,810 | 14,304 | 76 % |
| 5830 | Other Contracted Services | 0 | 26,811 | 48,400 | 21,589 | 45 % |
| 5834 | Wellness Services | 0 | 842 | 5,000 | 4,158 | 83 % |
| 5835 | Team KDL Services | 6,587 | 8,208 | 10,000 | 1,792 | 18 % |
| 5836 | Employee & Partner Care (Flowers, Etc) | 0 | 521 | 0 | (521) | 0 % |
| 5890 | ILS Fees | 97,004 | 101,808 | 237,200 | 135,392 | 57 % |
| 5891 | Licenses and Fees | 75 | 614 | 7,975 | 7,361 | 92 % |
| 5892 | DO NOT USE - Software Licenses | 2,582 | 2,582 | 241,930 | 239,348 | 99 % |
| 5893 | Marc Records License | 491 | 2,100 | 7,500 | 5,400 | 72 % |
| 5956 | Other Benefits Administration Fees | 297 | 6,753 | 300 | (6,453) | (2,151)% |
| 5957 | Pension Administration Fees | 882 | 2,649 | 3,000 | 351 | 12 % |
| 5958 | Payroll processing fees | 1,983 | 48,954 | 55,000 | 6,046 | 11 % |

| | | Current Month | 2018 YTD | 2018 Amended Budget | 2018 Amended Budget to Actual Variance | Percent Remaining |
|---|---|---:|---:|---:|---:|---:|
| 5960 | Banking Fees | 81 | 3,343 | 7,500 | 4,157 | 55 % |
| 5961 | TSYS/Credit Card Fees | 651 | 7,002 | 8,100 | 1,098 | 14 % |
| | Total Contractual and Professional Services | 189,569 | 961,928 | 1,386,596 | 424,669 | 31 % |
| | Programming and Outreach | | | | | |
| 5794 | Outreach Supplies | 457 | 19,326 | 15,085 | (4,241) | (28)% |
| 5795 | Programming Supplies | 5,190 | 52,831 | 40,570 | (12,261) | (30)% |
| 5796 | Youth Programming Supplies | 5,263 | 10,121 | 42,600 | 32,479 | 76 % |
| 5797 | Teen Programming Supplies | 41 | 5,061 | 8,770 | 3,709 | 42 % |
| 5798 | Adult Programming Supplies | 673 | 7,594 | 5,900 | (1,694) | (29)% |
| 5865 | Programming Services | 8 | 16,155 | 24,380 | 8,225 | 34 % |
| 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 % |
| 5885 | Speakers/Performers | 4,805 | 84,004 | 120,830 | 36,826 | 30 % |
| 5950 | Airport Free Library | 0 | 0 | 4,800 | 4,800 | 100 % |
| | Total Programming and Outreach | 16,437 | 198,217 | 270,055 | 71,838 | 27 % |
| | Maintenance and Utilities | | | | | |
| 5822 | Maintenance Contracts | 0 | 1,400 | 4,300 | 2,900 | 67 % |
| 5848 | Mobile Hotspots | 7,519 | 59,321 | 81,625 | 22,304 | 27 % |
| 5849 | Cell Phones/ Stipends | 2,627 | 20,417 | 33,540 | 13,123 | 39 % |
| 5850 | Telephones | 5,360 | 49,860 | 77,111 | 27,251 | 35 % |
| 5852 | Internet/Telecomm Services | 50,968 | 530,743 | 672,500 | 141,757 | 21 % |
| 5918 | Water/Sewer | 0 | 4,692 | 3,500 | (1,192) | (34)% |
| 5919 | Waste Disposal | 322 | 4,666 | 7,200 | 2,534 | 35 % |
| 5920 | Electric | 6,992 | 56,353 | 68,000 | 11,647 | 17 % |
| 5921 | Natural Gas | 151 | 8,589 | 7,500 | (1,089) | (15)% |
| 5925 | Snowplowing | 0 | 9,642 | 8,115 | (1,527) | (19)% |
| 5926 | Lawn/Landscaping | 497 | 3,509 | 3,700 | 192 | 5 % |
| 5928 | Branch Maintenance Fees | 96,189 | 384,756 | 387,282 | 2,526 | 1 % |
| 5929 | Land Repair and Maintenance | 850 | 1,879 | 1,000 | (879) | (88)% |
| 5930 | Building Repair and Maintenance | 212,858 | 225,513 | 39,500 | (186,013) | (471)% |
| 5931 | Equipment Repair and Maintenance | 713 | 7,111 | 219,240 | 212,129 | 97 % |
| 5932 | Vehicle Repairs and Maintenance | 0 | 1,349 | 4,070 | 2,721 | 67 % |
| 5933 | Software & IT Hardware Maintenance Agreements | 0 | 220,360 | 28,540 | (191,820) | (672)% |
| 5934 | Other Repair and Maintenance | 420 | 709 | 0 | (709) | 0 % |
| 5940 | Rentals | 98 | 18,490 | 17,055 | (1,435) | (8)% |
| 5941 | Printer/Copier Leases | 5,545 | 55,724 | 64,445 | 8,721 | 14 % |
| | Total Maintenance and Utilities | 391,108 | 1,665,082 | 1,728,223 | 63,142 | 4 % |
| | Staff Development | | | | | |
| 5910 | Professional Development | 4,255 | 62,641 | 103,995 | 41,354 | 40 % |
| 5911 | Conferences | 1,745 | 28,833 | 59,805 | 30,972 | 52 % |
| 5913 | Travel/Lodging | 5,324 | 65,719 | 113,010 | 47,291 | 42 % |
| | Total Staff Development | 11,324 | 157,193 | 276,810 | 119,617 | 43 % |
| | Board Development | | | | | |
| 5908 | Board Development | 0 | 2,210 | 2,500 | 290 | 12 % |
| 5909 | Board Travel/Lodging | 0 | 7,378 | 12,400 | 5,022 | 41 % |
| | Total Board Development | 0 | 9,588 | 14,900 | 5,312 | 36 % |
| | Other Expenditures | | | | | |

| | | Current Month | 2018 YTD | 2018 Amended Budget | 2018 Amended Budget to Actual Variance | Percent Remaining |
|---|---|---:|---:|---:|---:|---:|
| 5759 | Gas, Oil, Grease | 127 | 945 | 3,500 | 2,555 | 73 % |
| 5860 | Parking | 77 | 557 | 1,490 | 933 | 63 % |
| 5861 | Mileage Reimbursement | 2,287 | 25,999 | 47,957 | 21,959 | 46 % |
| 5869 | Restricted Donations Expenditures | 0 | 500 | 0 | (500) | 0 % |
| 5870 | Restricted Donation Expenditures-Branch Misc | 80,541 | 80,541 | 164,000 | 83,459 | 51 % |
| 5873 | Website | 0 | 77,327 | 118,845 | 41,518 | 35 % |
| 5874 | Employment Advertising | 50 | 190 | 1,500 | 1,310 | 87 % |
| 5875 | System Advertising - Print | 2,293 | 35,058 | 57,500 | 22,442 | 39 % |
| 5876 | System Advertising - Radio | 0 | 300 | 5,000 | 4,700 | 94 % |
| 5877 | System Advertising - TV | 1,605 | 9,941 | 20,000 | 10,060 | 50 % |
| 5878 | System Advertisting - Social Media | 4,233 | 8,491 | 14,100 | 5,609 | 40 % |
| 5882 | Branch Advertising - Social Media | 11 | 164 | 0 | (164) | 0 % |
| 5884 | Photography | 0 | 2,454 | 7,200 | 4,746 | 66 % |
| 5901 | Printing and Publishing - Kaleidoscope | 0 | 10,485 | 15,000 | 4,515 | 30 % |
| 5906 | Promotions/Marketing | 183 | 9,591 | 9,590 | (1) | (0)% |
| 5907 | Sponsorships/Donations | 0 | 0 | 2,000 | 2,000 | 100 % |
| 5912 | Meetings | 1,614 | 7,014 | 14,250 | 7,236 | 51 % |
| 5915 | Memberships | 1,291 | 22,850 | 42,223 | 19,373 | 46 % |
| 5916 | Dues and Fees | 230 | 4,358 | 6,540 | 2,182 | 33 % |
| 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 | 9,204 | 11,160 | 1,956 | 18 % |
| 5939 | Workers Compensation Insurance | 0 | 39,955 | 27,000 | (12,955) | (48)% |
| 5955 | Miscellaneous | 637 | 3,261 | 14,170 | 10,909 | 77 % |
| 5959 | Sales Taxes | 0 | 158 | 495 | 337 | 68 % |
| 5964 | Property Tax Reimbursement | 10,181 | 41,173 | 75,000 | 33,827 | 45 % |
| 5965 | MEL Return Items | 201 | 2,460 | 1,000 | (1,460) | (146)% |
| | Total Other Expenditures | 105,560 | 458,373 | 722,520 | 264,147 | 37 % |
| | Capital Outlay | | | | | |
| 5971 | Land | 213 | 213 | 0 | (213) | 0 % |
| 5974 | Land Improvements - Depreciable | 0 | 46,432 | 18,000 | (28,432) | (158)% |
| 5975 | Building Improvements - Non-Depreciable | 0 | 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) | 2,713 | 95,166 | 638,991 | 543,825 | 85 % |
| 5978 | Technology - Depreciable (5,000+) | 92,389 | 99,888 | 533,025 | 433,137 | 81 % |
| 5979 | Equipment/Furniture - Non-Depreciable ($0-4999) | 1,240 | 54,782 | 120,742 | 65,959 | 55 % |
| 5980 | Equipment/Furniture - Depreciable ($5000+) | 31,969 | 59,575 | 120,800 | 61,225 | 51 % |
| | Total Capital Outlay | 128,524 | 409,013 | 1,868,757 | 1,459,744 | 78 % |
| | Total Expenditures | 2,231,141 | 18,170,440 | 24,744,703 | 6,574,263 | 27 % |
| | Excess Revenue Over (Under) Expenditures | (1,427,925) | 5,975,138 | (1,129,912) | 7,105,049 | (629)% |

| Check Number | Vendor Name | Check Amount | Check Date |
|---|---|---|---|
| 1540204400 | At&T | 1,416.48 | 10/18/2018 |
| 1720610 | Arrowaste | 321.59 | 10/11/2018 |
| 182580000494 | Priority Health | 129,898.97 | 10/1/2018 |
| 345209 | Paychex | 112.50 | 10/19/2018 |
| 397306 | 123.Net, Inc | 1,024.80 | 10/10/2018 |
| 616-R10 4031 09 | At&T | 3,725.63 | 10/2/2018 |
| 6169842022 10 | At&T | 153.86 | 10/23/2018 |
| 72725 | Holland Litho Printing Services | 2,024.72 | 10/31/2018 |
| 72726 | Home Repair Services of Kent County, Inc. | 300.00 | 10/31/2018 |
| 72761 | Ingram Library Services Llc | 91,783.94 | 10/31/2018 |
| 72762 | Interpersonal Frequency | 5,512.50 | 10/31/2018 |
| 72763 | IP Consulting, Inc. | 3,038.51 | 10/31/2018 |
| 72764 | Jackie Boss | 40.00 | 10/31/2018 |
| 72765 | Jennifer Nichols | 18.98 | 10/31/2018 |
| 72766 | Jill Pitsch | 11.00 | 10/31/2018 |
| 72767 | Kent County Treasurer | 1,054.23 | 10/31/2018 |
| 72768 | Kent Record Management, Inc | 244.90 | 10/31/2018 |
| 72769 | Koios | 8,500.00 | 10/31/2018 |
| 72770 | Kushner & Company Inc | 3,000.00 | 10/31/2018 |
| 72771 | Lakeland Library Cooperative | 952.25 | 10/31/2018 |
| 72772 | Lasers Resource | 1,181.99 | 10/31/2018 |
| 72773 | Lewis Paper | 970.21 | 10/31/2018 |
| 72774 | Lindsey Dorfman | 376.60 | 10/31/2018 |
| 72775 | Lisa A Christensen | 200.00 | 10/31/2018 |
| 72776 | Megan Phillips | 8.10 | 10/31/2018 |
| 72777 | Michael Grimminck | 7.99 | 10/31/2018 |
| 72778 | Michigan Office Solutions (MOS) | 1,821.79 | 10/31/2018 |
| 72802 | Midwest Tape | 52,386.33 | 10/31/2018 |
| 72803 | Mike Fornes | 250.00 | 10/31/2018 |
| 72804 | Nationwide | 991.68 | 10/31/2018 |
| 72805 | Nelson Township | 2,957.25 | 10/31/2018 |
| 72806 | NEO GOV | 1,000.00 | 10/31/2018 |
| 72807 | Network 180 | 1,120.00 | 10/31/2018 |
| 72808 | Noordyk Business Equipment | 1,166.41 | 10/31/2018 |
| 72809 | Pam Spring Advertising, Llc | 2,127.00 | 10/31/2018 |
| 72810 | Paulina Norder | 7.49 | 10/31/2018 |
| 72811 | Penguin Random House, Llc. | 2,360.50 | 10/31/2018 |
| 72812 | Penni Zurgable | 255.00 | 10/31/2018 |
| 72813 | Penworthy Co. | 768.06 | 10/31/2018 |
| 72814 | Plainfield Charter Township | 9,424.13 | 10/31/2018 |
| 72815 | Rebecca Keller | 350.00 | 10/31/2018 |
| 72817 | RECORDED BOOKS, INC | 2,145.84 | 10/31/2018 |
| 72819 | Rivistas Subscription Services | 51,610.24 | 10/31/2018 |
| 72820 | RNL Graphics Solutions, LLC | 2,561.59 | 10/31/2018 |
| 72821 | Robin Darling | 32.63 | 10/31/2018 |
| 72822 | Sabopr | 1,556.60 | 10/31/2018 |
| 72823 | Sage Software, Inc. | 3,005.00 | 10/31/2018 |
| 72824 | Same Day Delivery, Inc | 13,496.00 | 10/31/2018 |
| 72825 | Sarah Ann Weller | 37.09 | 10/31/2018 |
| 72826 | Sarah Kleyn | 6.95 | 10/31/2018 |
| 72827 | Sarah Plantinga | 7.99 | 10/31/2018 |
| 72828 | Shaunna Martz | 12.72 | 10/31/2018 |

| Check Number | Vendor Name | Check Amount | Check Date |
|---|---|---|---|
| 72829 | Shirley Bruursema | 112.84 | 10/31/2018 |
| 72830 | Sirsidynix | 43,000.00 | 10/31/2018 |
| 72831 | Spencer Township | 750.00 | 10/31/2018 |
| 72837 | Staples Business Advantage | 5,730.32 | 10/31/2018 |
| 72838 | Stephanie Jackson | 925.00 | 10/31/2018 |
| 72839 | Strategic Fundraising Coach | 3,500.00 | 10/31/2018 |
| 72840 | Superior Business Solutions | 481.85 | 10/31/2018 |
| 72841 | TerHorst & Rinzema Construction Co. | 3,520.00 | 10/31/2018 |
| 72842 | The Crushed Grape | 619.00 | 10/31/2018 |
| 72843 | Tom Kaufman | 1,452.50 | 10/31/2018 |
| 72844 | Traction Consulting Group | 7,762.96 | 10/31/2018 |
| 72845 | Troost Service Company | 997.70 | 10/31/2018 |
| 72846 | Tyrone Township | 1,096.13 | 10/31/2018 |
| 72847 | UAW Local 2600 | 3,460.06 | 10/31/2018 |
| 72848 | Van Buren District Library | 17.00 | 10/31/2018 |
| 72849 | Vanessa Walstra | 118.05 | 10/31/2018 |
| 72850 | Vivi Hoang | 31.34 | 10/31/2018 |
| 72851 | Walgreen Co | 240.00 | 10/31/2018 |
| 72852 | Walker City Treasurer | 2,850.00 | 10/31/2018 |
| 72853 | Wendy Batchelder | 180.00 | 10/31/2018 |
| 72854 | West End Appliance, LLC | 75.00 | 10/31/2018 |
| 72855 | Wolverine Printing Company | 862.35 | 10/31/2018 |
| 75517 | Mideastern Michigan Library Cooperative | 30.00 | 10/8/2018 |
| 75518 | Summit Bodyworks | 137,184.10 | 10/8/2018 |
| 75519 | Aarav Vincent | 8.00 | 10/31/2018 |
| 75521 | Absopure Water Company | 449.45 | 10/31/2018 |
| 75522 | Adam Oster | 575.00 | 10/31/2018 |
| 75523 | Adtegrity | 2,518.12 | 10/31/2018 |
| 75524 | All Season Lawn Care | 497.00 | 10/31/2018 |
| 75525 | Allie Marie Idema | 52.89 | 10/31/2018 |
| 75526 | Alpine Township | 1,127.63 | 10/31/2018 |
| 75527 | American Red Cross | 2.00 | 10/31/2018 |
| 75528 | Andrew Erlewein | 30.00 | 10/31/2018 |
| 75529 | Angie Royce | 17.99 | 10/31/2018 |
| 75530 | Annette McBride | 100.00 | 10/31/2018 |
| 75531 | Ardith Adams | 26.00 | 10/31/2018 |
| 75532 | Arrow Roofing & Supply | 209,558.00 | 10/31/2018 |
| 75533 | At&T Long Distance | 29.01 | 10/31/2018 |
| 75534 | Audiocraft Publishing Inc | 42.32 | 10/31/2018 |
| 75558 | Baker & Taylor | 82,042.34 | 10/31/2018 |
| 75559 | Byron Center High School | 90.00 | 10/31/2018 |
| 75560 | Bibliotheca, Llc | 18,674.25 | 10/31/2018 |
| 75562 | Blackstone Audio Inc | 4,805.51 | 10/31/2018 |
| 75563 | Bowne Township | 2,052.00 | 10/31/2018 |
| 75564 | Brittany Zuehlke | 83.96 | 10/31/2018 |
| 75565 | Byron Center Chamber Of Commerce | 110.00 | 10/31/2018 |
| 75566 | Byron Township | 4,728.75 | 10/31/2018 |
| 75567 | Caitlin S. Oliver | 52.89 | 10/31/2018 |
| 75568 | Caledonia Township | 5,799.00 | 10/31/2018 |
| 75569 | Cascade Charter Township | 8,217.38 | 10/31/2018 |
| 75570 | CDW Government, Inc. | 0.00 | 10/31/2018 |
| 75571 | Cedar Springs Rotary | 230.00 | 10/31/2018 |

# Kent District Library

Check/Voucher Register - Check Register - Board Report

From 10/1/2018 Through 10/31/2018

| Check Number | Vendor Name | Check Amount | Check Date |
|---|---|---|---|
| 75573 | Center Point Publishing | 1,040.22 | 10/31/2018 |
| 75574 | Central Michigan Paper | 2,157.15 | 10/31/2018 |
| 75575 | Chippewa River District Library | 12.95 | 10/31/2018 |
| 75576 | City Of East Grand Rapids | 10,106.25 | 10/31/2018 |
| 75577 | City Of Grandville | 6,750.00 | 10/31/2018 |
| 75578 | City Of Kentwood | 15,361.88 | 10/31/2018 |
| 75579 | City Of Lowell | 2,902.88 | 10/31/2018 |
| 75580 | City Of Rockford | 3,208.13 | 10/31/2018 |
| 75581 | City Of Wyoming - Treasurer's Office | 15,385.13 | 10/31/2018 |
| 75582 | Claire Horlings | 17.99 | 10/31/2018 |
| 75583 | Comcast Cable | 214.90 | 10/31/2018 |
| 75584 | Comcast Cable | 124.90 | 10/31/2018 |
| 75585 | Comerica Bank | 19,650.76 | 10/31/2018 |
| 75586 | Creative Finishing Solutions | 1,435.00 | 10/31/2018 |
| 75587 | Danielle Chaney-Claybrook | 14.99 | 10/31/2018 |
| 75588 | David Kochmann | 12.99 | 10/31/2018 |
| 75589 | Dawn Lewis | 515.75 | 10/31/2018 |
| 75590 | DK Security | 2,064.90 | 10/31/2018 |
| 75591 | Drew Hale Music, LLC | 1,500.00 | 10/31/2018 |
| 75592 | Du Jour Fine Catering | 452.80 | 10/31/2018 |
| 75593 | DWD Technology Group | 50.00 | 10/31/2018 |
| 75594 | Edc Educational Services | 95.96 | 10/31/2018 |
| 75595 | Elizabeth Guarino-Kozlowicz | 19.97 | 10/31/2018 |
| 75596 | Elm Usa | 12,345.00 | 10/31/2018 |
| 75597 | Employee Assistance Center (EAC) | 85.00 | 10/31/2018 |
| 75598 | Employment Screening Resources | 240.00 | 10/31/2018 |
| 75599 | Engineered Protection Systems Inc | 339.00 | 10/31/2018 |
| 75600 | Everstream Holding LLC- Michigan | 97,883.77 | 10/31/2018 |
| 75601 | Fauxgrass Music LLC | 1,000.00 | 10/31/2018 |
| 75602 | Federal Armored Truck, Inc | 122.55 | 10/31/2018 |
| 75603 | Findaway World, Llc | 1,171.70 | 10/31/2018 |
| 75604 | Findaway World, Llc | 1,136.94 | 10/31/2018 |
| 75605 | Fiona Kinning | 9.99 | 10/31/2018 |
| 75606 | Foster, Swift, Collins & Smith, P.C. | 893.00 | 10/31/2018 |
| 75607 | Fruit Ridge Hayrides LLC | 6,587.00 | 10/31/2018 |
| 75608 | Gaines Charter Township | 3,472.50 | 10/31/2018 |
| 75611 | Gale/Cengage Learning | 4,532.25 | 10/31/2018 |
| 75612 | Galien Township Library | 20.00 | 10/31/2018 |
| 75613 | Genesee District Library | 42.00 | 10/31/2018 |
| 75614 | Gootjes Assoc. Inc | 850.00 | 10/31/2018 |
| 75615 | Gordon Water Systems | 132.00 | 10/31/2018 |
| 75616 | Grand Rapids Building Services | 860.00 | 10/31/2018 |
| 75617 | Grand Rapids Community College | 49.95 | 10/31/2018 |
| 75618 | Grand Rapids Charter Township | 9,119.10 | 10/31/2018 |
| 75619 | Grand Rapids Historical Commission | 24.00 | 10/31/2018 |
| 75620 | Grand Rapids Home For Veterans | 49.00 | 10/31/2018 |
| 75621 | Grand Rapids Public Museum Foundation | 368.00 | 10/31/2018 |
| 75622 | GRCAC/ Community Media Center | 800.00 | 10/31/2018 |
| 75623 | Grass Lake Area Historical Connection | 750.00 | 10/31/2018 |
| 75624 | Heart Of West Michigan United Way | 234.00 | 10/31/2018 |
| 910020326757 10 | Dte Energy | 40.23 | 10/2/2018 |
| 910020326757 11 | Dte Energy | 110.98 | 10/30/2018 |

# Kent District Library

Check/Voucher Register - Check Register - Board Report

From 10/1/2018 Through 10/31/2018

| Check Number | Vendor Name | Check Amount | Check Date |
|---|---|---:|---:|
| 9813793347 | Verizon  Wireless - MiFy Routers & Cell phones | 2,909.14 | 10/3/2018 |
| 9813793348 | Verizon Wireless - Hot Spots and Service | 5,953.79 | 10/3/2018 |
| 9813831672 | Verizon Wireless - Router and Data Services | 83.12 | 10/3/2018 |
| Elec MC 10-2018 | Consumers Energy | 1,313.31 | 10/12/2018 |
| Elec SC 10-2018 | Consumers Energy | 5,678.40 | 10/9/2018 |
| RIS0001998722 | Delta Dental Of Michigan | 147.89 | 10/9/2018 |
| Report Total | | 1,206,702.84 | |

## BRANCH UPDATES

All KDL branches have recently started daily huddles, which are short morning meetings. These team meetings are an important component to effective organizational and team communication. Branch managers are empowered to organize these meetings in a way that is most effective to their teams. The meetings should happen daily or nearly multiple times per week for smaller branches, cover the weekly communication plans, and have a distinct meeting name.

### Englehardt (Lowell) Branch

Englehardt staff meet daily for 15 minutes prior to opening (11:45 am or 8:45 am). The huddle is always started with a selection from the "Jar of Awesome". Staff members are invited to recognize whatever they appreciate about another colleague. The selection is then read aloud, shared in the "Daily Huddle Digest" and given to the "awesome" person. Afterward, staff discuss communication plans, programs, meetings, outreach and any other pertinent information for a successful day. The daily huddle ends with these questions: "Does anyone have a dangerous idea, challenges or any other information to share?" Everything shared during the huddle is then put in email form (Daily Huddle Digest) for the remainder of the staff to read at their leisure.

The staff were not very engaged with the process at first and really wanted to get to the business of opening the branch; however, they are slowly adjusting to this new addition of the day. Staff really enjoy the "Daily Awesome" and that is helping with team building.

### Kentwood Branch

Kentwood staff meet at the Service Desk every morning for a "Send Off." At these short meetings, staff update each other on daily events, communication plans and branch news. Kentwood has a number of part-time staff who may not be able to read their emails daily for news and events, so the dissemination of information is reinforced by repeating each morning. Staff also have an opportunity to share personal information and fun stories that help the team get to know each other better and build friendships and teamwork at the branch.

### Krause Memorial Branch

Staff at Krause had a little contest and named the huddle the "Daily Dish."  The Krause team have huddles approximately 15 minutes before opening the branch each day. Incorporating the current Communication Plans into each Daily Dish ensures that they are understood and that questions are answered. Also, discussing one component of the KDL Way each day helps to keep focus on providing exceptional customer service to patrons. Staff encourage each other and collaboratively discuss ways to implement the suggested actions. The Daily Dish is recorded for staff who are not present so it can be listened to at a later time.

The Daily Dish allows Jennifer German, Branch Manager, to disseminate important information quickly and in person and has somewhat reduced the number of emails being sent. A great attribute is that huddles allow for Q&A in the moment in order to clarify the information presented.

### Nelson/Sand Lake Branch

The Nelson/Sand Lake branch has always done an informal huddle with staff each day so formalizing the process hasn't made a huge difference in the branch. Since staff have been doing them informally for so long it's sometimes hard to remember that they should be happening at a specific time each day. The biggest difference in formalizing the process is adding a bit of fun to the huddles.  Staff also cover what's happening for the day, any known or potential issues/problems/projects that need attention, and of course the communication plans, but now staff end the huddle with a joke of the day or a silly story – something to put a smile on everyone's face.

**Plainfield Branch**
The Plainfield branch has been conducting daily huddles for a year now and in that time there has been some tailoring so that the huddles have become the most productive and effective time possible for the team. In 2018, huddles changed to include Face Timing twice a week with the buddy branch, Spencer Township. Monday and Wednesday mornings both branches run through the daily huddle together using an iPad. During that time, a Daily Huddle sheet is used, a simple form with relevant information for the day. Review of what staff members and subs are working on at the branch, building updates, branch goals, weekly Communication Plans, branch programs, daily outreach activities, and a glimpse at the future schedule is all reviewed during the huddle. Also, a branch goal is determined which usually focuses on the KDL Way, KDL's system for relationship-focused service.

Conducting daily huddles has improved the way the team works together. Staff are able to support each other because they know what each team member is focused on, staff can help out if someone is feeling overwhelmed or stressed out about a project, and it has improved communication as a whole. New information, procedures, and branch facts are easily disseminated because there is dedicated time to do so. The Plainfield team looks forward to the daily huddles as a way to come together, share, and support each other. Huddles have improved the way patrons are served and are a highlight of the day. If you make it to the branch early enough, you might even witness the end of the daily huddle and the big welcome that is given to the early-rising patrons.

**Spencer Township Branch**
Daily huddles have been a game changer at the Spencer Branch. Staff have gone through several iterations of huddles since 2015 and are still working on updating and perfecting them. Three years ago, the branch began meeting in the mornings and at shift changes to review each team members' priority and goals for the daily work shift as well as short term (weekly) and long term goals. It begins with a team building activity focused on communication. The more that is known about team goals and priorities, the more staff are able to support each other throughout their time together, and this helps build comradery and create a positive work environment. These daily priority reviews were based on previous team members' work experiences found in industries like retail, beauty, and hospitality.

In 2018, Spencer added a new component to the daily huddles, face timing with their buddy branch Plainfield Township, twice a week. During the daily huddles they review any pertinent branch updates, which staff members or subs are working that day, the programs, outreaches, and meetings for the day, the weekly Communication Plans, a glimpse of our future schedules, each staff members' priority or goal for the day. They end with a team focus which ties to the KDL Way, KDL's own version of relationship-focused service. Daily huddles have made Spencer a more cohesive team and given staff a foundation for delivering great service to the community as well as to fellow team members.

**Tyrone Township Branch**
At the Tyrone Township Branch, the team holds daily huddles at the start of each day just before opening. They usually take about five to ten minutes. The team quickly reviews each staff member's priorities for the day, goes over Communication Plans, discusses programs and the outreaches scheduled for the day, and reviews any events from the previous day or two. If a team member has a particularly busy day ahead, the quick discussion at the beginning of the day can help alert other team members so that they can help, and Liz Knapp, the manager, can adjust the schedule if necessary. Staff also find that it is a good time to walk through incidents or difficult situations that occurred the day before. When reviewed, the team consults the Patron Response Behavior Framework on how to best handle difficult situations.

**Walker Branch**
At Walker, the daily huddles happen before opening to the public. Staff gather for 15-20 minutes to go over the week's Communication Plans, schedule and events for the day, as well as talk about anything that needs to be brought to the group's attention. If time allows, KDL Way or the patron response manual is covered. On

Wednesday morning, highlights from the City of Walker staff meeting are shared so staff know what is going on in the community; new businesses moving into the area, road construction and new residential developments. Staff at Walker were a bit hesitant about the huddles at first, but now enjoy them and hold them when the manager is gone – usually info staff will take the lead to get the conversation going. It is a great way to prepare for the day and touch base with everyone on multiple topics. Staff also end each huddle with the chant of "Make someone's day, the KDL Way, Woo!" The huddles have helped in making the Walker staff a closer-knit team.

**Wyoming Branch/Kelloggsville Branch**
Huddles at Wyoming and Kelloggsville are done every day, 15 minutes before opening. If a manager is not in the building, another member of the staff steps up and calls the meeting to order. Another staff member is not assigned to do this, but as a group they decide who will call the meeting to order if a manager is not there. It has worked very well and very few meetings are missed.

The first order of business is to introduce any subs or new staff so that they feel welcome. This has been much appreciated by the subs, who get a chance to meet everyone even if they are not going to work with them directly. Wyoming has a large staff and this has been a great way to bring everyone together in one spot to say hello.
Also, if there are any events, the group goes over what is happening so everyone knows where they are needed. If a manager or staff member has a meeting or an outreach event outside the building, that information is shared as well.

If there is time, staff has a general discussion or announcement about something a staff member is working on, a patron incident or complaint, or a training tip.  As an example, after attending a library security workshop, Branch Manager Lori Holland used the daily huddle as an opportunity to share one tip a day that was learned at the workshop. This generated some great discussion and questions from the staff on how to handle various situations that have made them uncomfortable. Sharing information in this way is much more effective than an email to 25 plus staff members! The daily huddle has been wonderful in bringing staff closer, giving them time to meet as a group and to discuss what is happening in the branch, what concerns they may have, or good news to share. Comments from staff have been very positive – they love the daily mini meeting!

**FEATURED DEPARTMENT: HUMAN RESOURCES**

KDL-HR has had a productive year, effecting changes that are having a positive impact on our staff while promoting KDL as an employer of choice.  Highlights include the following:

1) With support from the KDL Board of Trustees, KDL took a bold step in its efforts to support part-time staff by providing primary health care and prescription drugs through CareATC.  While many anecdotal notes of appreciation have been received, HR plans to provide a formal usage report in early March of 2019 (following cold and flu season) to illustrate the value of this service.  Additionally, KDL began providing support for staff who have student loan repayments.  Approximately 15% of staff enjoy this benefit.  These and other experimental "enhanced" benefits are supporting staff, while supporting business objectives of attracting and retaining talent.

2) In response to staff requests in 2017, KDL has retooled its retirement savings program so as to promote saving through auto-enrollment with a reduced fee structure, promote investing through dedicated education, and to promote greater responsiveness through the appointment of a new Financial Advisor.

3) The HR Department also launched NEOGov as a means to better manage the staffing process.  KDL employees are able to establish a portfolio to apply for jobs, saving them time and effort when considering their opportunities for internal promotion.

4) KDL's healthcare experience was lower than anticipated this year, resulting in the recently announced, slight decrease, in healthcare premiums.  The HR Department is working with subject matter experts to explore

potential changes that could result in the off-setting of future anticipated increases in premiums and will share further information in the future.

5)  2018 marks the year of "Books for Texas."  This massive undertaking involved KDL staff throughout the entire organization, as well as staff from two dozen libraries and dozens of community volunteers.  Books have been shipped to North Carolina, Puerto Rico, and the majority are shipping to six libraries along the gulf coast of Texas on November 16th.  The initiative will eventually be celebrated with an online video, illustrating the collective response to the library community during times of need.

**DEPARTMENT STATS: HUMAN RESOURCES**

## TURNOVER

FY 2018   FY 2017

|  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|---|
| FY 2018 | 0.8370% | 1.9400% | 0.5580% | 0.8700% | 0.8200% | 0.0020% | 0.0156% | 0.0082% | 0.0058% |
| FY 2017 | 0.62% | 1.23% | 0.92% | 0.92% | 1.54% | 0.92% | 0.62% | 1.23% | 1.53% |

## VACANCIES TO FILL

FY 2018   FY 2017

|  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|---|
| FY 2018 | 20.5 | 8 | 13 | 8 | 28 | 26.883 | 9 | 7.75 | 8 |
| FY 2017 | 17 | 19 | 9 | 23 | 20 | 17 | 13 | 27 | 13 |
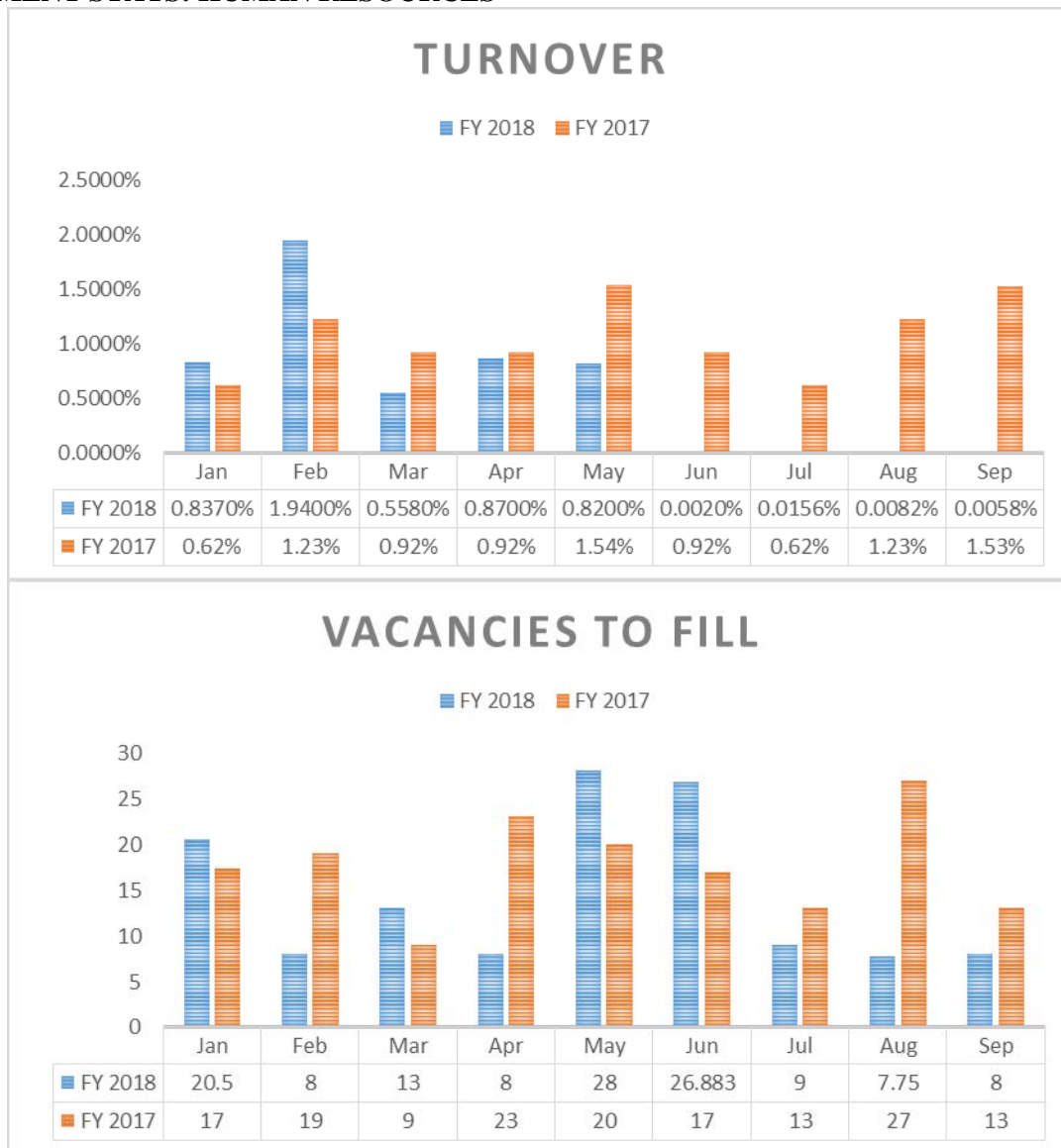
**WHAT'S GOING ON AT KDL**

**Volunteer Report**
The Write Michigan Short Story Contest is nearing the deadline, which means it's almost time for the volunteer reviewers to begin reading their allotted stories. This year, the hope is to recruit 145 volunteers to help with this

aspect of the contest. Beginning December 3, reviewers will be assigned 13-14 stories that they will rate based on specific criteria. This preliminarily narrows the selections to the "best" stories that are then submitted to the judges, a panel of past winners, local celebrities, etc. At the time of this writing, 81 reviewers have been recruited with a month to go. 64 more reviewers are needed in the Youth, Teen, and Spanish categories. Sign up to help and spread the word!

KDL Branch and Service Center staff have submitted several holiday themed volunteer opportunities for the Heart of West Michigan United Way's Holiday Giving Guide. Tasks range from event help and gift bag stuffing to helping cut out foam holiday stockings to decorate for the season.

The Volunteer Coordinator, as the Liaison to the Alliance of Friends, has been coordinating the planning of the yearly Friends Volunteer Appreciation Luncheon for Thursday, November 15, noon to 3:00 p.m. KDL Board of Trustees members, Leadership, and Branch Managers will host a gathering of Friends across the service area to honor them for their ongoing financial and volunteer support. The Patricia J. Kaiser Volunteer of the Year will be awarded, and Friends will receive service pins for years 5, 10, 15, 20, and Lifetime.

**Building Project Update: Ada Library**
In October, Kent District Library submitted a "Letter of Understanding" to the Ada Township Board of Trustees outlining the future responsibilities of KDL and the township with regards to the new Amy Van Andel Library and Community Center. On October 23, Penni Zurgable met with Mimi Martin, KDL employee and member of the Friends of the East Grand Rapids Library, to review needs in a similarly-sized Friends' sorting room in the new library.

The Amy Van Andel Library and Community Center building committee met several times in October to observe and discuss new exterior design sketches presented by Progressive and OPN Architects. Separately, Mindy Sorg from OPN met with Lindsey Dorfman and Penni Zurgable to discuss specific interior programming needs. In addition, Scott Rantala, project manager, met with Penni Zurgable and prepared a preliminary audio-visual layout for the design team to review and take to the next level. As talks continued about significant changes in the exterior design, it became apparent that interior programming needed to wait for a consensus on the exterior. To expedite a decision on the exterior, it was decided that a subgroup should be formed to speed up the decision process. This subgroup will meet with the architects for a two day design charrette which will be scheduled in early November.

**Building Project Update: Krause Memorial**
Rockford City Manager, Thad Beard, along with Lance Werner, Lindsey Dorfman, and Branch Manager Jennifer German, have attended township meetings at both Cannon and Algoma Townships to discuss the needs assessment for the library and the possibility of moving forward jointly to build and maintain a library that will serve the needs of the residents of the City of Rockford and townships of Algoma, Cannon, and Courtland. The team is on the agenda for the December 5 meeting at Courtland Township for a similar presentation/discussion.

The City of Rockford had its attorney draw up a letter of intent for all four municipalities to sign, agreeing to form a committee to explore establishing a joint building authority, as well as to determine an equitable way to share costs for building and maintenance of a new library.

The City of Rockford and the Krause Memorial Library Board have jointly purchased the property adjacent to the Krause Branch on the south side (18 S. Monroe St.) for future expansion of the library. The house on the property required asbestos abatement, which was done in September. The house and garage were recently used for training by the Fire Department and are now slated for demolition to begin in early November.

**Building Project Update: Tyrone Township**

In October, Tyrone Twp. Board selected community members to invite to the building committee which is tasked with assisting the township by giving help and guidance on the project. Branch Manager Liz Knapp is pleased to report that everyone invited accepted! The building committee is comprised of five Township Board members (Bob Sarachman, Shelley Worley, Juli Hall, Dave Ignasiak and Sharon Olson), five community leaders and library users (Sara Schutt, Jaimie Gerbers, Wendy Loew, Julie Petruska, and Tracy Chrenka) and Lindsey Dorfman and Liz Knapp from KDL.

Meanwhile, Township Supervisor Bob Sarachman has begun the process of inviting community members to join the fundraising committee, which will be tasked with exploring fundraising opportunities for the new library.

On November 1, Adam Nelson from FTCH presented a draft form of the conceptual design to two groups for feedback. The first meeting focused on KDL staff and the township board and included KDL Tyrone team members, Brianna Bricker, Emily Bantel, Katie Mitchell and Liz Knapp, Plainfield team member and Kent City resident Jaime Brooks, and Lindsey Dorfman. During the second meeting Mr. Nelson presented to the building committee. He has taken the feedback and will present the final conceptual design to the building committee on December 6.

**Building Project Update: Walker**
The statistic and minutes from the last steering committee were shared with the City of Walker commissioners. The commissioners will now review the data and suggestions of the steering committee to determine if they want to move forward with looking at an expansion or new build on the current city complex, and if so, how the community center aspect would tie into the library project. FTCH is in the process of completing a library space needs report to present to the city commissioners and a mockup of how the footprint would look on the current city complex.

**KDL Reading Booster Packs: Comstock Park Pilot**
All of the labeling and handouts included in the KDL Booster packs will be branded to go along with the Mission: Read initiative for 3rd Grade Reading proficiency.  In addition, KDL's Year End appeal will be focused on these packs (in order to purchase more packs than already planned).  This project will be presented at the Youth Summit in December.

**Idea Scale Software**
New software was included in the 2019 budget for idea software that would help promote KDL as an idea organization.  Ideas are submitted, people (likely who already entered an idea of their own) can give the person feedback, staff can put in a criteria scale to assign it a priority ranking, a champion can be assigned, and similar ideas can be merged.  The goal is also for people who don't know where to bring their idea, or who haven't gotten a receptive ear for their idea, to understand what to do with it.  This will be in conjunction with existing tools such as the idea development sheet, the pilot sheet or roll out sheet, and the implementation checklist.

**SAD Lamps (Seasonal Affective Disorder)**
Research will be shared with Leadership Team on the light therapy box to offer in branches for Winter 2018.  The first phase is to offer this in branches to determine if there is an interest to include them in the Beyond Books Collection for Winter 2019.  A sign and research will be included to educate people on the purpose of light box therapy.  The goal is to disseminate the lamps in November 2018.

**Mailing Materials Home**
Aaron Thomas and a team of staff have been developing some approaches to offering this service based on other libraries' experiences.  Same Day Delivery recently met with KDL and gave some input on things we need to consider to help reduce costs.  This service would allow for those who are home bound to enjoy library service as well as others with a busy schedule.  A desire to make the library as valuable as possible to as many people as possible will be the focus of this initiative as it moves forward.  Eventually more personalized experiences could

be pursued to offer parallel services such as Book of the Month clubs.

**Staff Picks**
A proposal to emulate a Staff Picks Sticker idea from Richland Library showed some consensus. Patrons would enjoy this and titles could easily be put on displays in branches. Staff would get sheet(s) of personalized stickers to put on cop(ies) of their choice. The sticker would include their first name and branch. Ideas were also explored on how to add "tags" in the catalog for personalized staff picks to make it easy for patrons to find suggestions in the catalog.

**cloudLibrary Digital Collection**

### New App Released in 4th Quarter
Plans are on track for cloudLibrary to release a new app in November. Staff will get access to a demo version of the app so they can become familiar with the app along with its improved functionality and new features. When this process is completed, the app will be turned on for the public in December. The hope is to turn this on before the holidays so people new to the app will start with the newest version.

### Internal cloudLibrary Meetings
A meeting is being scheduled for November with an internal stakeholder team to prioritize the list of patron feedback and review older feedback that needs follow up. A meeting in December with cloudLibrary will happen to exchange information to coincide with their next quarterly development meeting.

### Statistics from Bibliotheca (October)
• New Patrons: 977
• Checkouts on the cloudLibrary: 56,652
• Pay Per Use Checkouts: 13,235
• KDL Patron cloudLink Checkouts: 4,887

• **Total Circulation: 74,774 (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 Cruisers**
KDL Cruisers and bike racks will be picked up the first week in November for winter storage and tune ups.

**Materials Advisory: Next Steps**
In 2019, genre sheets will be uploaded to the website for patron and staff use in support of Materials Advisory. A training program and additional work on Staff Picks (KDL's most popular featured booklist each month) will be supported by Material Advisory workgroup and Collection Development staff. The stakeholder group did not recommend pursuing KDL Story Compass development since the product was not advancing as planned with additional budget needed. A recognition was made that other products had made significant advances since this project was proposed. Continued efforts in supporting staff's material advisory work will happen.

**Library of Things**
A recent meeting with the County's Essential Needs Taskforce leadership were encouraging. Additional contacts will be made, connections and introductions will happen, members surveyed, and a direction has been suggested. The approach will include finding the schools with the most reduced and free lunches, then engaging the

organizations in those communities to get ideas and buy in to the concept. A partnership with the Essential Needs Taskforce will help with community forums to get ideas on what to include in a community space that would most help people advance their individual skills. Work with municipalities and chambers will help KDL identify any needs related to where to host this center and what local zoning ordinances to pay attention to as the project is underway.

**Workforce Development Meetings**
Informational meetings with area organizations and their efforts for workforce development have been well received. Information sharing on KDL's 2019 focus, as well as programming efforts to date show them the direction KDL is taking. Many discussions with the construction trade industries include the need to change perceptions on future career possibilities, but also the changing trade with new technology efforts that work to minimize staffing and labor needs contribute to KDL's learning.

**Library Card Challenge (LCC)**
Kentwood Public School District data transmission was completed. Lori Berg created the barcodes and Dan Palasek printed the cards in five days. Cards were delivered to the main office and all information exchanged. An information gap was identified when staff reached out directly to some schools who didn't know about the library cards. Staff are working to individually reach out to schools to make sure they have the information they need. This step will be incorporated in all future roll outs with other schools.

Godfrey Lee agreed to sign the Memo of Understanding and will joining the LCC. Data was delayed to give parents the opportunity to opt out of this student library card. This initiative was paired with the Bookmobile and the school is very supportive. Leadership is very engaged and enthusiastic, including a great media school specialist.

Staff are also engaging with smaller pre-schools like Early Learning Neighborhood Collaborative (ELNC) affiliates to start conversations regarding LCC.

**Bookmobile Updates**
In preparation for the bookmobile's arrival, Sara Proaño and Michelle Boisvenue-Fox visited Colorado to meet with the team that worked on the bookmobile for a final walk through and get last minute updates. Delivery was October 10th. Staff worked to collect the experiences from all the teams that worked on this project for the archives and to share with other libraries. The Marketing/Communications Team did an excellent job at launching the Bookmobile page and informational events.

Currently, staff is looking for space in the Service Center for seasonal items, patron holds, new and returning materials as well as programming storage. Work is being done to confirm the bookmobile's schedule, including exploring new sites for potential community stops. IT is installing and testing computers and systems on the bookmobile. Staff have been using the bookmobile's Wi-Fi and staff laptops to check out materials.

Three bookmobile operators were hired to work part time on the bookmobile. They are Kevin Kammeraad, Kelaine Mish and Adam Flynn. Initial training and all HR processes are complete. New material to include in the "Community packages" for partners has been proposed by operators.

**Fall Writers Conference**
Saturday, October 27, KDL hosted the Crafting Edition of the Writers Conference with 85 attendees. The program was well received and featured two keynote speakers, four breakout sessions, and 1-on-1 editing consultations. A patron remarked that he traveled from Oregon and scheduled time to visit family in Michigan to coincide with our Writers Conference so he could attend!

Patron comments included:
- "I can't believe this was a free event, FANTASTIC!"
- "Great conference! Instills confidence for an aspiring writer."
- "Very engaging platform and a great job done in programming the conference."

## Partnership: Grand Circus

KDL is working with local non-profit Grand Circus to offer introductory coding classes to KDL patrons. Eight staff members went through training with Grand Circus to be prepared to assist with hosting classes at KDL branches. KDL and Grand Circus are working on scheduling Intro to Coding Workshops in the winter and spring of 2019 where patrons can learn basic concepts of programming fundamentals and career possibilities.

## Financial Literacy Programs

For the second year, KDL received a grant from the West Michigan Edward Jones Foundation to create financial literacy programming during Money Smart Week and the month of April. The programs will include speakers for adults on relevant topics and a return of a pizza party and money-centric game for teens.

## Teen Film Festival

The Kent County Teen Film Festival began taking submissions in October with a deadline of Friday, January 18, 2019. Posters were created and are now displayed at all of the area Celebration Cinemas to help garner submissions. The festival is open to all Kent County teens in grades 6 - 12.

## KATIE KUDOS- October Winners

**Sandy Carlson (Cascade)**
- Nominated by Vanessa Walstra because, "We were short staffed today because of CLASS and illness. Sandy and another staff person kept up with our bins, our holds, and our desk time. When additional reinforcements arrived, they were thrilled to find that we were nearly caught up. Thank you, Sandy, for your hard work today!"

**Henry Hong (Cascade)**
- Nominated by Vanessa Walstra because, "We recently did a major shift of books and Henry shifted the ENTIRE picture book section for us! I'm sure his back was aching after all that work, but he did it without complaining. He made the project so much easier. Thank you, Henry!!

**Phillip Kunnen (Kelloggsville/Wyoming)**
- Nominated by Rebecca Vaughn-Stepter because, "Phil is great with our senior citizens. He works in Elder Care as well as at KDL. He is attentive to needs, both physical and emotional, of our seniors. He listens so well and is empathetic and supportive in ways less intuitive folks miss. It's very rare he makes a mistake with any CA tasks. He is ready to help the rest of the crew when we forget. Phil is always willing to do his share of the work load at every shift. He makes coming to work a joy and I think that is more than enough to recognize him with a Katie Kudos nomination.
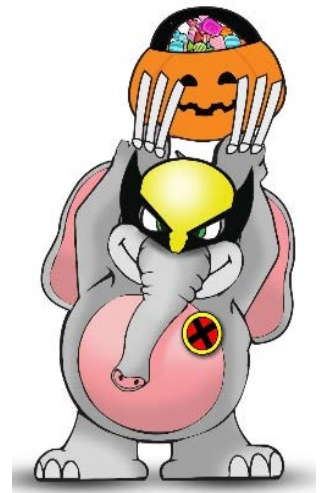
**PRAISE FROM PATRONS**

- **Alto Township Branch**
  - "We had our First Grade Card Party on Oct 4th.  The main reason we do this is to have the whole family learn about the library.  While "Katie" was standing at the intersection with the Lion volunteer who was the "crossing guard," a car pulled up and a woman leaned out to ask where the library was.  A first time visitor-Success! (Plus, our attendance was back up after a low turnout last year)."

  - "At Boulder Ridge, their closing weekend is the "Park in to Dark" with large crowds. On Sunday, Barb DeYoung was told the following story:  Several years a young couple was moving to the area and were told Kentwood would be a good place to look for a home.  While driving around the wife *really* needed to find a bathroom.  This was when the Kentwood Branch was being built over on Kalamazoo.  It was close to being finished, so a construction worker let her use the bathrooms. She came back when the branch opened, took her children there all the time, and now grandkids to the new Kentwood branch.  Three generations of KDL lovers all started with a potty break!"

- **Englehardt Branch**
  - "Obvious point here: all of the comments, both in person and on social media, about Heather Wood-Gramza and what she has done for the Lowell community have been overwhelming.  We are happy for her and her new adventure, but she will be missed here!"

  - "A mother came in raving about the hotspots. She lives in an area with no internet service, and all the teachers in Lowell Area Schools communicate by email.  With the hotspot she was able to have timely communications."

- **Patron Services Department**
  - "I just had a conversation with Lucille Grimm, a BCiaB power-user who usually doubles up her reservations so that she can keep a kit longer. She works at a retirement home and offers these kits to the residents there who often don't have a chance to get out, and may or may not have been readers before, but really don't have access to a library now. She said each kit is probably read by about 50 people, and that it makes such a huge difference to them. She stated that managing all the reservations is complicated for her and she knows it must be work for us as well, but that she really appreciates all we do for her and the people she gets these kits for."

- **Bookmobile**
  - "Sara, Manager of Community Engagement, reported that they had 13 classes visit the bookmobile from Godfrey Lee.  One individual was in a wheelchair and got to use the lift.  The student was so excited!"

**UPCOMING MEETINGS AND EVENTS OF INTEREST**

| BOARD MEETINGS | DATE | TIME | LOCATION |
| --- | --- | --- | --- |
| KDL Regular Board Meeting | Thurs, Dec. 20, 2018 | 4:30 PM | KDL Service Center |
| KDL Regular Board Meeting | Thurs, Jan. 17, 2019 | 4:30 PM | KDL Service Center |
| OTHER MEETINGS | DATE | TIME | LOCATION |
| KDL Pension Board Meeting | Weds., Feb. 13, 2019 | 1:00 PM | KDL Service Center |
| EVENTS | DATE | TIME | LOCATION |
| ALA Midwinter Conference | January 25-29, 2019 | All Day | Seattle, WA |

# STAFF CHANGES & ANNIVERSARIES
## *November 2018*

**KDL** Kent District Library

**Information. Ideas. Excitement!**

| NEW APPOINTMENTS | POSITION | EFFECTIVE |
|---|---|---|
| Kevin Kammeraad | Bookmobile Operator | October 25 |
| Hollie Bellinger | Substitute Circulation Assistant | November 6 |
| Jake Ryan | Substitute Circulation Assistant | November 6 |
| Jake Wunderink | Substitute Circulation Assistant | November 6 |
| Jennifer Fitzgerald | Substitute Circulation Assistant | November 6 |
| Jennifer Spangler | Substitute Circulation Assistant | November 6 |
| Lisa VanKampen | Substitute Circulation Assistant | November 6 |
| Nicole Loftis | Substitute Circulation Assistant | November 6 |
| Steven Schend | Substitute Circulation Assistant | November 6 |
| Tricia Van Zelst | Substitute Circulation Assistant | November 6 |
| Chloe Schmidt | Shelver – Cascade | November 6 |

| DEPARTURES | POSITION | EFFECTIVE |
|---|---|---|
| Heather Wood-Gramza | Branch Manager – Englehardt | October 19 |
| Alicia Crowe | Substitute Circulation Assistant | November 4 |
| Susan Prewitt | Shelver – Grandville | November 9 |
| Sarah McLean | Circulation Assistant - Plainfield | November 27 |

| PROMOTIONS & TRANSFERS | FROM | TO | EFFECTIVE |
|---|---|---|---|
| Katie Burns | Substitute Circulation Assistant | Circulation Assistant – Wyoming/Kelloggsville | October 15 |
| Bastian Bouman | Substitute Circulation Assistant | Circulation Assistant – Wyoming | October 22 |
| Autumn Iver | Substitute Circulation Assistant | Circulation Assistant – Plainfield | October 29 |
| Adam Flynn | Youth Paraprofessional – Caledonia | Bookmobile Operator / Youth Paraprofessional - Caledonia | October 29 |
| Kelaine Mish | Adult Librarian – East Grand Rapids | Bookmobile Operator / Adult Librarian – East Grand Rapids | October 29 |

| OPEN POSITIONS | TYPE |
| --- | --- |
| Circulation Assistant – Wyoming | Part-time |
| Circulation Assistant – Gaines Township | Part-time |
| Patron Services Associate (2 positions) | Part-time |
| Collection Services Assistant – Part-time | Part-time |
| Substitute Information Staff | Temporary |
| Circulation Assistant – Tyrone Township | Part-time |
| General Accountant – Service Center | Part-time |

| EMPLOYEE ANNIVERSARIES (DECEMBER) | BRANCH OR DEPARTMENT | LENGTH OF SERVICE |
| --- | --- | --- |
| Jacque Viol | Cascade | 27 years |
| Jennifer Doornbos | Grandville | 21 years |
| Diana Gray | Grandville | 20 years |
| Deb Schultz | Alto | 16 years |
| Sandy VanVugt | Byron Township | 16 years |
| Eric DeHaan | Byron Township | 15 years |
| Beth Johnstone | Cascade | 14 years |
| Shelley Roossien | Wyoming | 14 years |
| Deb Lilly | Cascade | 11 years |
| Penni Zurgable | Cascade | 11 years |
| Theresa Eastman | Alpine | 9 years |
| Diane Persky | Byron Township | 8 years |
| Christina Straw | Englehardt | 8 years |
| Alicia Peckham | Gaines Township | 4 years |
| Henry Hong | Cascade | 2 year |
| Mike Zurgable | Kelloggsville | 1 year |
| Rachel Diener | East Grand Rapids | 1 year |

# KDL — Kent District Library
## Information. Ideas. Excitement!

# Board of Trustees Attendance
## 2018

**NEW PROPOSED POLICY**

**KDL** Kent District Library — *Information. Ideas. Excitement!* — **Policy Manual**

## Section 4: Patron Behavior

# NEW PROPOSED POLICY

# NEW PROPOSED POLICY

## 4.1 SAFETY & PERSONAL BEHAVIOR

The Kent District Library (the "Library") is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library ("Library facilities") and to all persons entering in or on the premises, unless otherwise specified.

## KDL Policy 4.1.1

**VIOLATIONS OF LAW**                                    New 10-25-18

Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, and removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.

## KDL Policy 4.1.2

**WEAPONS**                                              New 10-25-18

Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.

## KDL Policy 4.1.3

**DRUGS, ALCOHOL, & SMOKING**                            New 10-25-18

Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library, and within compliance of state and local laws.

Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited on Library property.

# NEW PROPOSED POLICY

## KDL Policy 4.1.4

**ANIMALS**                                             New 10-25-18

Animals are not permitted in the Library other than therapy animals and service animals (as defined by law) for those individuals with disabilities, those used in law enforcement, or for Library programming.

Patrons are legally responsible for the behavior of their service and therapy animals. Per state law, animals will be asked to leave if the animal is out of control and causes a significant disturbance, or if the animal is not housebroken or has an accident.

## KDL Policy 4.1.5

**PERSONAL PROPERTY**                                   New 10-25-18

Personal property brought into the Library is subject to the following:

1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags.

2. The Library is not responsible for personal belongings left unattended.

3. The Library does not guarantee storage for personal property.

4. Personal possessions must not be left unattended or take up seating or space if needed by others.

The Library Director or designee may make exceptions and accommodations for patrons.

## KDL Policy 4.1.6

**BLOCKING OF AISLES, DOORS, & ENTRANCES**             New 10-25-18

All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking to keep in compliance with fire code and to prevent tripping hazards for other patrons.

## KDL Policy 4.1.7

**STAFF-ONLY AREAS**                                    New 10-25-18

Patrons shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Library Director or designee, or accompanied by a staff member.

# NEW PROPOSED POLICY

## KDL Policy 4.1.8
**INTERFERENCE WITH STAFF**                                    New 10-25-18

Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an extended period of time on non-library related topics, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

## KDL Policy 4.1.9
**UNAUTHORIZED USE**                                           New 10-25-18

Patrons must leave the Library at closing time and may not use the library after closing time unless authorized by the Library Director or his or her designee. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.

## KDL Policy 4.1.10
**CONSIDERATE USE**                                            New 10-25-18

Behaviors that disrupt the library use of other individuals or in any way endanger staff or other patrons are prohibited.  Such behaviors include but are not limited to:
1. Spitting;
2. Running, pushing, shoving or other unsafe physical behavior;
3. Climbing furniture;
4. Using obscene or threatening language or gestures.

## KDL Policy 4.1.11
**NOISE**                                                      New 10-25-18

Producing or allowing any loud, unreasonable, or disturbing noises in designated "quiet areas" of the library that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Youth areas are not designated as a quiet area and may have more noise.

# NEW PROPOSED POLICY

### KDL Policy 4.1.12
**ODOR**                                                    Moved 10-25-18

Offensive odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne, that causes a nuisance is prohibited.

### KDL Policy 4.1.13
**FOOD & DRINK**                                            Moved 10-25-18

Eating or drinking may occur in designated areas of any Kent District Library branch. Eating or drinking in Library meeting rooms is subject to rules of the local governmental unit.

### KDL Policy 4.1.14
**RESTROOMS**                                               New 10-25-18

Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials may not be taken into restrooms.

### KDL Policy 4.1.15
**DRESS CODE**                                              New 10-25-18

Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.

### KDL Policy 4.1.16
**HARRASSMENT**                                             New 10-25-18

Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.

### KDL Policy 4.1.17
**IDENTIFICATION**                                          New 10-25-18

Patrons must provide identification to Library staff when requested. Reasons for identification include but are not limited to safety, the filing of an incident report, and library card registration.

# NEW PROPOSED POLICY

## KDL Policy 4.1.18

**RECREATIONAL EQUIPMENT & PERSONAL TRANSPORT DEVICES**  New 10-25-18

Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property.  Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs and other personal transport devices are permitted by those individuals with disabilities or injuries.

## KDL Policy 4.1.19

**PANDHANDLING, SOLICITATION, & SELLING**                    New 10-25-18

Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

Selling merchandise on Library property without prior permission from the Library Director is prohibited.

## KDL Policy 4.1.20

**CAMPAIGNING, PETITIONING, INTERVIEWING, ETC.**            New 10-25-18

Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.

Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:

  a. Persons or groups are required to sign in at the Checkout Desk in advance.

  b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.

  c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building is determined by the municipality that owns the library facility.

  d. No person shall block ingress or egress from the Library building.

  e. Permitted times will be limited to the operating hours of the Library.

Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

# NEW PROPOSED POLICY

**CHILDREN IN THE LIBRARY**                                    New 10-25-18

A.  Use by Children.  Children are welcome and encouraged to use the Library at all times. The Library desires to make each visit an important one for the child. A "Child" means a minor under the age of 18.

B.  Rules and Regulations Regarding Children.

1.  All patrons, including children, are expected to comply with the Library's policies.  Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.

2.  Parents, guardians and caregivers are responsible for the behavior, safety, and supervision of their children regardless of age while in the Library or on Library property.

3.  Library staff will not be expected to supervise or monitor children's behavior.

4.  Children under the age of 8 must be attended by a parent, guardian or responsible caregiver.  The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times, within reach.  If a child under the age of 8 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.

5.  Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.

6.  ~~Children ages 3 and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom.  Children ages 3 and under may not be left in the Youth Services Department alone.~~ Remove due to staff feedback

7.  Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons.  Further, staff will not be responsible for children 8 years or older who may be asked to leave the Library if the child is in violation of Library policy.

8.  We request that all unattended children be picked up at least ten minutes before closing time.  Parents, guardians and responsible caregivers need to be aware of when the Library closes.

# NEW PROPOSED POLICY

9.  Children 8 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

C.  <u>Contact of Parent or Guardian</u>. Library staff may attempt to contact a parent, legal guardian, custodian or caregiver when:

1.  The health or safety of an unattended child is in doubt.
2.  A child is frightened while alone at the Library.
3.  A child has been left unattended for an extended period of time, or multiple times.
4.  The unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of 8 or the child needs assistance procuring transportation.

D.  <u>Unattended Children at Closing.</u> If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted, Library staff may contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this policy.

# NEW PROPOSED POLICY

**KDL** Kent District Library

*Information. Ideas. Excitement!*

w w w . k d l . o r g

# Library Patron Responsibilities

Kent District Library and its branches support the right of all individuals to use the library safely and without discrimination. In order to properly maintain a clean, safe, and comfortable environment for our patrons and employees, the Kent District Library Board has adopted the following rules and responsibilities:

- Obey all laws, library policies, and local ordinances. Stealing, defacing, or damaging library equipment, materials, or facilities is not allowed.

- Respect other patrons and employees. Do not annoy or harass other persons, engage in loud or disruptive conduct, or cause a public disturbance.

- Solicitation and loitering are not allowed.

- For your children's safety, do not leave them unattended.

- To protect your personal belongings, do not leave them unattended.

- Shirt and shoes are required.

- The library is a smoke-free building.

- No pets allowed in the library.
  *Service and therapy animals are permitted*

- Offensive odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne, that causes a nuisance is not allowed.

---

**Patrons who violate these rules and responsibilities will be asked to leave the library. They can appeal this decision by contacting the Library Director, or the Director's designee, in accordance with KDL Policy 4.5: Right of Appeal:**
**https://www.kdl.org/sites/default/files/kdl-policy-manual.pdf**

# NEW PROPOSED POLICY

## 4.2 USE & PRESERVATION OF LIBRARY MATERIALS & PROPERTY

New 10-25-18

Patrons must not deface, vandalize, or damage library property, or improperly remove Library materials, equipment, or furniture. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs, cockroaches, moths, other bugs or bringing bedbugs into the Library.

## KDL Policy 4.2.1

**COPYRIGHT POLICY**                                            Moved 10-25-18

U.S. Copyright law (Title 17 U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Additionally, individuals may not copy or distribute electronic materials including email, text, images, programs, or data without the explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user. Kent District Library expressly disclaims any liability or responsibility arising from use of its equipment or technology including use of information obtained through its electronic information systems.

## 4.3 ACCEPTABLE TECHNOLOGY USE

The Library allows access to a variety of electronic resources. This includes the KDL catalog, the catalogs of other libraries, a variety of databases, and the Internet. The Internet stations also provide access to a variety of office software. No station provides support for all file types, browser plug-ins, or Internet technologies. The Library recognizes this is a dynamic environment with content that constantly changes.

Kent District Library neither has control over resources offered through the Internet nor has complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or may be inaccurate, out-of-date, and unavailable at times. Some content may be offensive. Library users access the Internet at their own discretion. The Internet is not governed by any entity, so there are no limits or checks on the kind of information contained there. Only a user can decide on the accuracy, completeness, and currency of the content.

Consistent with the Library Privacy Act, MCL 397.601 et seq. ("Privacy Act"), and this Acceptable Use Policy, Kent District Library respects the privacy of patrons when they use a Library computer. The Library reserves the right, however, to monitor a patron's use of a Library computer for compliance with this Acceptable Use Policy. Although the Library generally shall not retain a record of a patron's use of a Library computer beyond 24 hours, the Library may retain such a record for any investigation and determination of a potential or actual violation of this Policy (including appeals).

In particular, and without limiting the foregoing, Library staff may produce a screen shot of a Library computer for evidentiary purposes if a Library staff member has a reasonable suspicion that a patron is using the computer in violation of this Acceptable Use Policy. Any record of a patron's use, including a screen shot, shall be retained by the Library only so long as appropriate for any investigation and determination regarding a potential or actual violation. By accepting this Policy prior to using a Library computer, a patron is consenting to monitoring of the patron's use of the Library computer (including screen shots).

**Filtering**
In accordance with Federal and State law (the Children's Internet Protection Act, 47 USC §254 and 20 USC §101, and Section 6 of the Privacy Act), all Library computers with Internet access are filtered. Note, however, that no filter is 100% effective. Parents or legal guardians are responsible for their minor child's reading, listening, and viewing of Library material, including the Internet.

Compliance with the Children's Internet Protection Act (CIPA) requires filters that block access to visual depictions that are obscene or child pornography, as defined by 47 USC §254. CIPA also requires protection against access by patrons under age 17 to visual depictions that are harmful to minors, as defined by 47 USC §254. A patron who is at least 17 years of age may request the disabling of software used to filter visual depictions on a

# NEW PROPOSED POLICY

computer used by that patron, provided that he/she will use the unfiltered computer for bonafide research or other lawful purposes. Library staff will not inquire into the reasons for disabling the filter.

Patrons are responsible for complying with this Policy when accessing the Internet. In addition to other provisions of this Policy, patrons (including minors) shall not access visual depictions that are obscene or child pornography as defined by Federal law (47 USC §254(h)(7)(E), (F)) and shall not access or view obscene matter as defined in §2 of 1984 PA 343, MCL 752.362 (PA 343). In addition, patrons who are minors for purposes of Federal law shall not access visual depictions that are harmful to minors as defined by Federal law (47 USC §254(h)(7)(G)) and patrons who are minors under State law shall not access or view sexually explicit matter that is harmful to minors as defined in PA 343. Subject to other demands on staff time for library services, the Library staff will make a good faith effort to periodically monitor the use of Library computers by minors. Notwithstanding the foregoing, the Library holds the parents or legal guardians responsible for their minor children's use of the Internet in light of the fallibilities of filters and other demands on Library staff time.

In order to further comply with CIPA the Library has taken certain measures to assist in the safe and effective use of the Internet by individuals under the age of 17, as follows:

To address the issue of access by minors to inappropriate matter on the Internet, including material that is harmful to minors, the Library:

a. Maintains the filtering program described above to block Internet access to visual depictions that are obscene, child pornography and, in the case of use by minors, harmful to minors.

b. Allows adults to request that content filters be turned off.

To address the issue of the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as unauthorized disclosure of, use, and dissemination of personal identification regarding minors, the Library urges minors to follow the safety guidelines below:

1. Never give out identifying information such as home address, school name, or telephone number.

2. Let parents or guardians decide whether personal information such as age or financial information should be provided online.

3. Never arrange a face-to-face meeting with someone through a computer without parent or guardian approval.

4. Never respond to messages that are suggestive, obscene, or threatening.

5.  Remember that people online may not be who they say they are.

To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other Library Internet users are required to agree to an online Internet User Agreement that states that "Library computers are not to be used for any illegal activity."

In addition, if a patron requests a specific site to be unblocked from the filtering program, the branch manager shall refer the request for review by administrative staff to determine whether it contains obscene matter or sexually explicit matter that is harmful to minors. If it does not, the administrative staff may authorize the system wide unblocking of the site. The patron will be informed of the decision in writing. The decision may be appealed in writing within ten (10) business days to the Director, or the Director's designee, whose decision shall be final.

**Violations**
The Library's computers, network, and Internet connection may not be used for any illegal activity or in an unauthorized manner in violation of this Acceptable Use Policy. Illegal acts will be prosecuted to the full extent of the law.

Users violating this Policy will first be asked to comply. For individuals who repeatedly violate this Policy after previous warnings, the Library reserves the right to prohibit use of the Library's computers, network, Internet connection, and/or the Library for a period up to 72 hours by action of the branch manager or the staff member in charge. An individual may appeal this decision to the Library Director, or the Director's designee.

The Library also reserves the right to prohibit use of the Library's computers, network, Internet connection, and/or the Library for a period of time exceeding 72 hours by action of the Library Director. In such instances, an individual will be informed of the decision in writing by certified mail, and may appeal this decision in writing within ten (10) business days to the Library Director, or the Director's designee, whose decision shall be final.

**Time and Other Limits**
Each individual is allowed to use the Library's public computers one (1) hour per day. More time may be allowed if computer stations are free. Extensions for additional time are done electronically at those branches with reservation software. At branches without this software, patrons may ask staff to extend the time limit.

All computers will be electronically shut down five (5) minutes before the Library closes.

**Precautions**
Software and other files downloaded from the Internet may contain viruses or spyware that may infect other computers. Kent District Library is not responsible for damage or loss that may occur from use of the Library's computers.

Since the Internet is not secure, patrons are responsible to ensure that their personal data

# NEW PROPOSED POLICY

is not compromised. Sending any information, including credit card numbers, via the Internet is at the sole risk of the user. Kent District Library has no control over the security of this data.

A fee may be charged for material printed from KDL computers.

## KDL Policy 4.3.1

**PHOTOGRAPHY & VIDEOGRAPHY POLICY**                    Moved 10-25-18

The Kent District Library permits photography and filming under the conditions listed below to the extent that it does not interfere with the operations, programs and activities of the Library.

1. Casual amateur photography is permitted for patrons and visitors provided it does not interfere with the operations of the Library or capture any identifiable likenesses of individuals without their permission. Photographers are responsible for securing the necessary releases.

2. No commercial or media photography, including filming may occur in Library facilities without prior written permission.

3. Photos and videos from public programs and events held in Library facilities and spaces may be used in the Library's website and publications or for promotional purposes. The full names or any personal identifying information of photographed subjects will not be used to ensure the privacy of all individuals without express written approval from the subject, or if a minor, the parent or legal guardian.

4. Permission may be revoked at any time if the photographer or videographer fails to comply with the terms of this policy or other rules and regulations of the Library.

## KDL Policy 4.3.2

**SOCIAL NETWORKING POLICY**                    Moved 10-25-18

The Kent District Library blog and sponsored social networking outlets (e.g., Facebook profiles, Twitter feeds, YouTube videos, etc.) are a place for individuals to share opinions about library related subjects. Comments are encouraged, but KDL reserves the right to edit, modify, or delete any comment. The following content will be removed:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent

# NEW PROPOSED POLICY

- Commercial promotions or spam
- Comments and/or hyperlinks unrelated to a given post, forum, or discussion

The Kent District Library reserves the right to monitor all content before it is posted and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate.

By posting a comment, individuals agree to indemnify the Kent District Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by, arising out of, or related to the content posted.

Notwithstanding the foregoing, Kent District Library is not obligated to take any such actions, and will not be responsible or liable for content posted.

**KDL** Information. **New 10-25-18**
Ideas.
Kent District Library *Excitement!*

w w w . k d l . o r g

# Acceptable Use Guidelines

Kent District Library provides access to technology resources and networks within a culture of openness, trust, and integrity. KDL is committed to protecting its patrons, its staff, and itself against unethical, illegal, or damaging actions by individuals using these systems. To further this end, the Kent District Library has adopted the following basic guidelines for acceptable use and a more comprehensive Acceptable Use Policy (4.2.1) to encourage ethical and responsible conduct while using computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of KDL and its branches, and to prevent infringement on rights of other patrons.

- **Be Aware**: KDL does not have control over the accuracy or appropriateness of Internet materials. All KDL computers do use filtering software in accordance with federal and state law.

- **Be Lawful**: In accordance with federal and state law, patrons should avoid viewing obscene materials. In order to safeguard minors from viewing obscene or sexually explicit matter that is harmful to them, we ask that you avoid viewing materials that show sexualized nudity or acts of sex on KDL computers or while using KDL Wi-Fi.

- **Be Cautious**: KDL cannot safeguard patrons' financial or personal information when shared on a website.

    More information on Internet usage at KDL is available by reading KDL's full Acceptable Use Policy.

    Patrons who violate this policy will be asked to comply. If noncompliance persists, patrons may be prohibited from using the library Internet (and possible the library itself) for up to 72 hours. They can appeal this decision by contacting the Library Director, or the Director's designee, in accordance with KDL Policy 4.5: Right of Appeal.

# NEW PROPOSED POLICY

## 4.4  DISCIPLINARY PROCESS FOR LIBRARY FACILITIES

The Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy.  If necessary, the local police may be called to intervene.

A. Incident Reports.  Library staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in multiple verbal warnings or a suspension of Library privileges.  By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron.  A copy of the suspension of privileges letter should be attached, if applicable.

B.   Violation of the Policy – Suspension of Privileges.  Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:

1.   *Initial Violation*:  Library patrons observed violating this policy will be asked to cease the violation with a verbal request.  If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

2.   *Subsequent Violations*:  The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue.  Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security.  Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1.   *Initial Violation*:  The police will be called immediately if patron is asked to leave and does not comply.  If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue.  Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident.  After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period

2.   *Subsequent Violations*:  The police will be called immediately.  If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution

# NEW PROPOSED POLICY

may ensue.  The Library Director or the Library Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing.  Subsequent violations of the same rule will result in additional suspensions of increasing length.

## 4.5 RIGHT OF APPEAL

New 10-25-18

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were suspended or limited.  The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

# (November Update) Strategic Plan | 2018-2020

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

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

| #1 Information: KDL Improves Kent County 3rd Grade Reading Proficiency to help kids succeed in school and beyond. | | | |
|---|---|---|---|
| **Theme**<br><br>School Partnership, Literacy | **Goal** | By 2020, KDL will work with 6 area schools with the lowest 3rd Grade Reading Proficiency. | |
| | **Success Metrics** | KDL will work with Kent Schools Services Network and schools to monitor reading scores for students regularly visiting the library or the bookmobile. | |
| | **KDL Impact** | Through recreational reading, students will increase their reading at school and at home with a positive impact on their reading scores. | |
| | **Activity #1** | *By September 2018, KDL staff will be hired and trained to deliver story time with an emphasis on the early literacy skills.* **[Community Engagement/Youth Services]** | **Completed:** Three operators hired: Kelaine Mish, Adam Flynn and Kevin Kammeraad. Training is ongoing. |
| | **Activity #2** | *By August 2018, KDL staff will schedule school visits with the bookmobile to coincide with parent participation and not compete with the school's library.* **[Community Engagement]-** | **Completed for first schools in three districts and paired with Library Card Challenge project.** - Planning for bookmobile visits was designed with school input and will include a biweekly schedule to visit schools and community centers. |
| | **Activity #3** | *By October 2018, A collection will offer materials of interest to each community (and reflective of that community's demographics) to encourage personal reading choices and the concept of reading as fun.* **[Collection Development]** | **Completed** |
| | **Activity #4** | *By November 2018, Parents will be trained to access the school's parent portal.  KDL will provide technology to do this* | **In Progress.**  Working schedules with schools to maximize parent visits to the bookmobile. Technology |

| | | on the bookmobile.  As a result, parent's engagement with their student's school performance will increase by 30%. Parents will report their child's reading scores and/or grades to the library to measure improvement. **[Community Engagement/IT]** | is still being installed but Bookmobile is completely operational and offering library services. Library Cards also being issued to parents. |
|---|---|---|---|

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

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

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

| Theme | Goal | By 2020, KDL will give student library cards to 80% of the students in public school in the KDL service area. | |
|---|---|---|---|
| School Partnership, Student Success | Success Metrics | KDL will give student cards with a focus on schools whose kids can't easily get to the library with an emphasis on elementary school.<br><br>• D Branches: 60% of schools.<br>• C Branches: 60% of schools.<br>• B Branches: 80% of schools.<br><br>A Branches: 90% of schools. | |
| | KDL Impact | Students with a library card can use the library collection and databases to check out material they are interested in in order to increase reading scores. | |
| | **Activity #1** | *By March 2018, student library cards will be issued to Kentwood Public Library Schools as part of the Library Card Challenge project. [Community Engagement]* | **Completed.** School partnership has being secured and data transfer details are being worked out. Working to connect directly with schools since there was some issues with information transfer from central office to local schools. Building database for monthly newsletters. |
| | **Activity #2** | *By April 2018, a newsletter will be send to parents and teachers at Godwin Public Schools and Kelloggsville Public Schools to promote the use of the student library card, connecting students to library materials and database resources. [Community Engagement]* | **Completed.** Ongoing monthly letters are sent to both Godwin Public Schools, Kelloggsville Public Schools and Kentwood Schools. |
| | **Activity #3** | *By October 2018, a library card drive campaign will be launched to get students to sign up for library cards in our service area. [Community Engagement/Communications]* | **In progress.** KISD collaboration. These efforts are being made using the bookmobile as an incentive. Parents are encouraged to sign up during bookmobile visits. |

| | | | |
|---|---|---|---|
| | **Activity #4** | *By November 2018, student library cards would be issued to Kent City Public Schools as part of the Library Card Challenge project.* **[Community Engagement]** | **In progress.** This activity has being delayed one month (December 2018) |
| | **Activity #5** | *By December 2018, explore options to extend use of KDL digital collection to student library cards included in the Library Card Challenge project.* **[Director of Innovation]** | **In Progress.** An approach has been identified with cloudLibrary. Implementation will be in 1st Qtr 2019 |

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

| **Theme**<br><br>Community Engagement, School Partnership, Student Success | **Goal** | By 2020, KDL will give volunteers an opportunity to work with at risk students in the schools as reading buddies or as a Literary Lunch volunteer. | |
|---|---|---|---|
| | **Success Metrics** | KDL will recruit volunteers who want to read to students – either as a group or one on one – to expand these programs in more schools.<br><br>• D branches: 4+ schools.<br>• C Branches: 3+ schools.<br>• B Branches: 2+ schools.<br><br>A Branches: 1+ schools. | |
| | **KDL Impact** | KDL gives meaningful volunteer experiences to volunteers to help students increase their love of reading and their reading scores. Student success is shared with volunteers. | |
| | **Activity #1** | *By May 2018, work with local school districts to identify schools serving at risk students and establish relationships.* **[Volunteer Coordinator, Branch Managers and Youth Staff]** | **Completed** - This was done for the Kelloggsville school district. |
| | **Activity #2** | *By June 2018, create a Design Thinking Team to create a prototype for a Reading Buddy/mentor program.* **[Volunteer Coordinator]** | **Completed** |

| | | | |
|---|---|---|---|
| | **Activity #3** | *By November 2018, collaborate with local partners to establish best practices, test prototype to get feedback for the Reading Buddy/mentor program.* ***[Volunteer Coordinator, Community Engagement Manager and Reading Buddy Design Thinking Team]*** | **Completed -** Goals have shifted via work done in Design Thinking Group. Developing Tutor Card offered to community partners for whom we help recruit volunteer tutors and mentors. Reading Buddy program to be piloted in Kentwood in the Summer of 2019 via older Teen Volunteers. Working on professional development program to incentivize KDL Staff to become community tutors and mentors. |
| | **Activity #4** | *By November 2019, create a literacy lunch and reading buddy training program for volunteers.* ***[Youth Staff and Volunteer Coordinator]*** | |
| | **Activity #5** | *By December 2020, volunteers will be recruited, trained, and placed with schools as reading buddies/literacy lunch facilitators.* ***[Youth Staff and Volunteer Coordinator]*** | |

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

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

| #1 Ideas: KDL Increases program opportunities for adults and senior citizens to increase lifelong learning options in Kent County. | | |
|---|---|---|
| **Theme** Underserved Population, Community Engagement | **Goal** | Increase opportunities for residents to experience community engagement that exposes them to a new part of their community. |
| | **Success Metrics** | KDL will offer opportunities at area branches which increase each year.<br>• 2018: 6 Opportunities<br>• 2019: 10+ Opportunities<br>• 2020: 14+ Opportunities<br>KDL will engage with community groups (who have not previously worked with the library) who feel welcomed to the library and included in the community. |
| | **KDL Impact** | Residents will have the opportunity to learn or share about other groups and people in their community. |
| | **Activity #1** | By August 2018, begin offering "front porch" program at three branches during summer, where patrons are invited to sit outside on lawn chairs and have conversations with people they don't already know. *[Programming Department]* — **Completed** - Programs are taking place June 5 – August 15. Branches: ALT, ROC, KEL, PFD, SPE Number of programs: 18 |
| | **Activity #2** | By December 2018, identify, meet and create a plan to create programming featuring six community groups at different branches that want to partner with KDL on cultural/underserved population programming. *[Programming Department]* — **Completed**- Connected and provided programming with Treetops Collective, the League of Women's Voters, Ms. Wheelchair America and the Educational Foundations Department at GVSU. |
| | **Activity #3** | By December 2018, create two programs based on the findings of the needs of community groups that feature their culture or underserved population. *[Programming Department]* — **Completed** – In Fall 2018, held *Let's Talk About…A Reading Group* programs on refugees and persons with disabilities. |

| Activity #4 | By December 2020, KDL will seek new partnership opportunities to further the library's mission to further all people by reaching out to other organizations with similar missions in order to expose the library to new people in the community. *[Programming Department and Community Engagement Department]* | **Ongoing -** Current connections include Grand Circus, Treetops Collective, WMCAT and the Grand Rapids Public Museum.<br><br>Also in progress: Hispanic community Outreach and stakeholder engagement efforts through community organizations, events, media and networks.<br><br>Language accessibility initiatives are in progress by securing interpretation equipment available for both patron's use and staff use. |
|---|---|---|

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

| Theme | Goal | Increase opportunities to learn something new on a variety of topics through community experts. | |
|---|---|---|---|
| Lifelong Learning, Community Engagement | **Success Metrics** | KDL will offer lecture opportunities on a wide range of topics with a growing series each year.<br><br>• 2018: 10+ Opportunities<br>• 2019: 14+ Opportunities<br>• 2020: 20+ Opportunities<br>• D Branches: 40+ people in attendance.<br>• C Branches: 30+ people in attendance.<br>• A/B Branches: 25+ people in attendance.<br><br>Patrons will travel to new branches to have these learning opportunities. | |
| | **KDL Impact** | Residents will have access to experts to encourage lifelong learning. | |
| | **Activity #1** | *By June 2018, host speaker series in partnership with the World Affairs Council this spring at the Wyoming branch on civil discourse.* **[Programming Department / Director of Innovation]** | **Completed** in April 2018. Program attendance: 85, 135, 65. |
| | **Activity #2** | *By August 2018, host Ethics Book Clubs at East Grand Rapids branch and evaluate the program for potentially adding more of these book clubs at other branches.* **[Programming Department, East Grand Rapids branch]** | **Completed** - Ethics Book Club is meeting monthly at EGR. Evaluation needs to take place.<br><br>Attendance for January through June: 6 programs, 55 attendance. |
| | **Activity #3** | *By November 2018, expand KDL speaker series to include a series of programs in Fall '18, where patrons have a chance to attend free, interesting, lectures on relevant topics, building on the success of the Comstock Park branch's Live* | **In progress** - Best practices and advice were garnered from the Comstock Park branch from their experiences. The Byron Township branch held lectures this fall including Off to the Great War and Vote Michigan. The branch also held two programs on Celebrating 40 Years |

| | | | |
|---|---|---|---|
| | | and Learn Fall series. *[Programming Department, Comstock Park Branch]* | with the Byron Township with one more to come on November 19.<br><br>Number of Programs: 4<br><br>Total Attendance: 81 |
| | **Activity #4** | *By December 2018, offer two speakers to branches for consideration to offer each quarter that focus on learning opportunities such as home improvement and financial literacy.  Provide these for 2018 Summer, Fall and Winter seasonal programming.  [Programming Department and Adult Programming Work Group]* | **Completed for Summer -** Home Repair Services hosted DIY Electrical programs at ALT, PFD, and ROC. Program numbers, 3 programs, 29 attendance.<br><br>**Completed for Spring.** Money Smart Week programs were held in April 2018 at COM, ROC, PFD.  Program numbers, 3 programs, 8 attendance.<br><br>**On Target for Fall:** Home Repair Services is hosting 4 DIY Plumbing classes.<br><br>The MI Department of Attorney General Consumer Protection Division presented at 2 branches on hiring contractors for home repair. Program numbers, 2 programs, 9 attendance |
| | **Activity #5** | *By December 2018, create connections with local universities and organizations to facilitate the procurement of lecturers that would be of interest to KDL's patrons. [Programming Department]* | **Completed -**  New connections made with GRCC M-TEC, GRCC's Secchia Institute for Culinary Arts, GRCC English Department and GVSU's Educational Foundations. |

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

| Theme | Goal | Increase opportunities to do activities that normally cost money to participate. | |
|---|---|---|---|
| Underserved Populations, Community Engagement | Success Metrics | KDL will pay for instructors to come to the branches and offer learning opportunities for community activities that normally cost.<br><br>• 2018: 5+ Opportunities<br>• 2019: 10+ Opportunities<br><br>2020: 15+ Opportunities | |
| | KDL Impact | Residents can participate in activities that normally cost money. | |
| | **Activity #1** | *By August 2018, survey and ask patrons what activities they can't participate in due to cost. Results will inform the 2019 budget and program planning.* **[Programming Department and Adult Programming Work Group]** | **In Progress.** Sending out final surveys to give out at existing adult programs. |
| | **Activity #2** | *By November 2018, offer programs with GRCC's Leslie E. Tassell M-TEC instructors in Fall 2018 in their area of expertise that can be done at our branches, i.e. automotive or construction trades.* **[Programming Department]** | **Completed** - In the Summer, the M-TEC Mobile Lab and two GRCC instructors visited WYO and NEL. 2 programs, 69 attendance.<br><br>They presented on the manufacturing process for all ages, plus a hand-on activity for kids.<br><br>The trailer also visited WAL during their Touch-a-Truck program that had 400 attendees. |
| | **Activity #3** | *By November 2018, offer new home improvement and repair programs with Home Repair Services in Summer and Fall 2018.* **[Programming Department and Adult Programming Work Group]** | **Completed** for Summer - Home Repair Services is scheduled to host DIY Electrical programs in the summer at ALT, PFD, and ROC.<br><br>**In Progress** for Fall: Home Repair Services is hosting 4 DIY Plumbing classes. |

| | | | The MI Department of Attorney General Consumer Protection Division presented at 2 branches on hiring contractors for home repair. Program numbers, 2 programs, 9 attendance |
|---|---|---|---|
| **Activity #4** | | *By December 2018, investigate the potential for a repair workshop-type program ("repair cafes") to be held at KDL branches, such as jewelry repair workshops.* ***[Programming Department and Adult Programming Work Group]*** | **In Progress –** Adult Programming Work Group is researching the topic, talking to other libraries and writing up their recommendation for further steps. |
| **Activity #5** | | *By December 2018, offer an artisan chocolate making class in 2018 for adults.* ***[Programming Department]*** | **In Progress** for fall - branches are hosting the program, Chocolatey Treats Made Easy. 9 branches have already held the program with attendance of 137.  3 more branches are holding the program in November. |

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

| Theme | Goal | Increase opportunities to learn about the history of their community. | |
|---|---|---|---|
| Lifelong Learning, Community Engagement | Success Metrics | Over the three years, each branch will offer at least one local history program.<br><br>Branches with more than 30 people in attendance should increase this expectation to an annual amount.<br><br>New people will attend programs at the library. | |
| | KDL Impact | Residents will learn something new about their community. | |
| | Activity #1 | *By June 2018, provide a program on tintype photography with a local speaker for multiple branches to host.* **[Programming Department, Adult Programming Work Group and Adam Oster (Kentwood Librarian)]** | **In progress** – Delayed due to scheduling conflicts with presenters. Other history programs were scheduled to take its place. Programming staff are attempting to schedule this in 2019. |
| | Activity #2 | *By August 2018, create an informational packet of each branch's local history rooms and collections and the historical society that serve's each branch's population. Research the best way to have this information available to patrons (website page, flyer, etc.) and available at local history programs.* **[Programming Department and Communications Department]** | **In progress** – Deadline updated to December 2018. The list of resources has been collected. Staff are now putting the info into easy to access formats for patrons and presented to patrons at 2019 history programs. |
| | Activity #3 | *By November 2018, provide a program honoring the anniversary of World War One with at least one speaker on the local connection to the war.* **[Programming Department, Adult Programming Work Group and Adam Oster (Kentwood Librarian)]** | **In Progress.** Fall programs for WWI include *Rosie's Mom and Other Stories of the WWI Homefront, America Joins, Michigan in WWI, The Impact of World War 1 on America, Grand Rapids Airplane Company* and *WWI at Home and Off to the Great War.*<br><br>*Program numbers, 9 programs, 113 attendance.*<br><br>*4 more programs scheduled for November.* |

| | | | |
|---|---|---|---|
| **Activity #4** | *By December 2018, facilitate the hosting of local history programs in connection with local historical societies at 4 or more KDL branches in 2018 (continuing to add to this number each year until all 19 have hosted a local history program by December 2020) that feature an aspect of that community's history.  Branches will offer several ideas for patrons to vote on.* ***[Programming Department]*** | **In Progress** for fall -  programs with local emphasis were held including: Remembering *Ottawa Hills High School* (EGR, 80 attendance) *Old Time Trolley* (EGR, 2 programs, 63 attendance) *Life in Native America 400 Years Ago* (ROC, 53 attendance) *Your DNA's Story* (CAS, GDV, NEL, WYO - 4 programs, 18 attendance). Also, the WWI series of programs at additional branches. | |
| **Activity #5** | *By December 2018, partner with area genealogy groups to host new genealogy instructional programs for adults. Survey participants to find out what other topics they want to see offered.* ***[Programming Department, Adult Programming Work Group and Adam Oster(Kentwood Librarian)]*** | **Completed** - In the fall, the CAS, GDV, NEL, and WYO branches will host *Your DNA's Story*. Program numbers, 4 programs, 18 attendance | |

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

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

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

| Theme | Goal | Increase STEAM (Science Technology Engineering Art Math) opportunities with community partners and experts. | |
|---|---|---|---|
| Student Success, Community Engagement | **Success Metrics** | New experts will present STEAM (Science Technology Engineering Art Math) programs at the library or offsite.<br><br>Branches will offer these programs as follows:<br><br>• 2018: 8 opportunities<br>• 2019: 12 opportunities<br>• 2020: 18 opportunities<br><br>Attendance will be:<br><br>• D branches: 25+<br>• C branches: 20+<br>• A/B branches: 15+<br><br>Children will attend more than one STEAM (Science Technology Engineering Art Math) program. | |
| | **KDL Impact** | Children will have an introductory STEAM (Science Technology Engineering Art Math) experience with access to experts to continue their interests. | |
| | **Activity #1** | *By November 2018, partner with Grand Rapids Community College to bring their Mobile Manufacturing Trailer to multiple branches in 2018.* ***[Programming Department]*** | **Completed.** This summer the Mobile Manufacturing Lab was held at NEL, WYO and WAL.<br><br>Program numbers, 3 programs, 469 attendance. |

| | | |
|---|---|---|
| **Activity #2** | *By November 2018, host our own maker fair, the KDL LAB Extravaganza with new STEAM partners and presenters in fall 2018.* ***[Programming Department and KDL LAB Work Group]*** | **In Progress.** Program plans are taking place to be hosted at the KDL Service Center on Friday, November 16 and Saturday, November 17. |
| **Activity #3** | *By November 2018, participate in Chemistry at the mall, along with other local maker groups, bringing STEAM KDL LAB activities to Woodland Mall.* ***[Community Engagement Department]*** | **Not Completed.** The Community Engagement Dept had a conflict with another STEAM KDL Lab activity at the YMCA. New date: November 2019. |
| **Activity #4** | *By December 2018, continue KDL's presence on the Grand Rapids Maker's Fair Planning Committee making connections with local maker groups.* ***[KDL LAB Work Group]*** | **Completed.** |

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

| Theme | Goal | Bring STEAM (Science Technology Engineering Art Math) activities into school outreach activities. | |
|---|---|---|---|
| Student Success, School Partnership | **Success Metrics** | Staff will bring KDL Lab tubs into school outreach opportunities. Branches will offer these programs as follows: 2018 <ul><li>D branches: 6+</li><li>C branches: 4+</li><li>A/B branches: 3+</li></ul> 2019 <ul><li>D branches: 8+</li><li>C branches: 6+</li><li>A/B branches: 4+</li></ul> 2020 <ul><li>D branches: 10+</li><li>C branches: 8+</li><li>A/B branches: 6+</li></ul> Children will go to the library to use the KDL Lab space in the branches. | |
| | **KDL Impact** | Children will learn something new (STEAM-related) while having fun. | |
| | **Activity #1** | By April 2018, KDL staff will bring KDL LAB STEAM activities (Snap Circuits, Paper Circuits and Revved Up) to Sand Lake Elementary *[NEL Youth Staff]* | **Completed**. |
| | **Activity #2** | By May 2018, KDL staff will bring KDL LAB tubs into three different Forest Hills Schools (Northern Trails, Meadow Brook Elementary and Knapp Forest Elementary). *[CAS Youth Staff]* | **Completed** - Brittany went to Meadow Brook, Knapp, and Northern Trails as well as Thornapple and Pine Ridge to present KDL Labs to many of the 4th grades, 5th and 6th grades, and also to some Kindergarteners. |

| | | |
|---|---|---|
| **Activity #3** | By June 2018, KDL staff will bring KDL LAB to Kent City Elementary Schools as part of their after school programs. *[TYR Youth Staff]* | **Completed**. |
| **Activity #4** | By June 2018, KDL staff will continue to bring KDL LAB to Martin Luther King Jr Leadership Academy for their after school programs. *[EGR Youth Staff/Outreach Specialist]* | **Completed**. |
| **Activity #5** | By December 2018, KDL staff will bring Da Vinci/catapult activities to Kentwood Public Schools as part of the STEAM for 5th graders events. *[KWD Youth Staff]* | **Completed**. |

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

| Theme | Goal | Offer fun learning opportunities during school breaks. | |
|---|---|---|---|
| Student Success, Community Engagement | **Success Metrics** | New experts will present STEAM (Science Technology Engineering Art Math) programs at the library or offsite.<br><br>Branches will offer these programs as follows:<br><br>• 2018: 8 opportunities<br>• 2019: 12 opportunities<br>• 2020: 18 opportunities<br><br>Attendance will be:<br><br>• D branches: 25+<br>• C branches: 20+<br>• A/B branches: 15+<br><br>Children will attend more than one STEAM (Science Technology Engineering Art Math) program. | |
| | **KDL Impact** | Children will have opportunities to explore STEAM (Science Technology Engineering Art Math) interests that lead to school success and new career interests. | |
| | **Activity #1** | *By May 2018, at multiple branches, host Build a Rocket with The Geek Group, hosted by experts from The Geek Group during spring break.* **[Programming Department and KDL LAB Work Group]** | **Completed** - Programs held in Spring '18 at: ALP, CAS, COM, GDV, KWD, NEL, PFD, SPE, WAL.  9 Branches, 232 Attendance. |
| | **Activity #2** | *By May 2018, provide spring break program at GRCC M-Tech for 4th through 8th grade students getting hands on experience with skills like tilling, virtual welding and more.* **[Programming Department]** | **Completed**. - Attendance: 27. |

| | | | |
|---|---|---|---|
| **Activity #3** | *By May 2018, during spring break, host Engineering Challenge at the Geek Group, where teams of students will compete, building large-sized bridges.* **[Programming Department and KDL LAB Work Group]** | | **Completed** - Attendance: 28. |
| **Activity #4** | *By December 2018, continue to work with community partners such as Geek Group and M-Tech to plan for future school break programming options for school age children.* **[Programming Department and KDL LAB Work Group]** | | **Completed** - Meetings are on-going with M-TEC and the Geek Group. Programs were held during 2018 winter and spring break and programs with these partners are being scheduled for 2019. |

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

| Theme | Goal | Creatively use branch space after hours for fun, learning programs. |
|---|---|---|
| Student Success, Community Engagement | **Success Metrics** | Branches will offer these programs as follows:<br><br>• 2018: 4 opportunities<br>• 2019: 8 opportunities<br>• 2020: 12 opportunities<br><br>Attendance will be:<br><br>• D branches: 35+<br>• C branches: 25+<br>• A/B branches: 15+<br><br>Children will bring a friend who is new to the library.<br><br>Homeschool students will participate in these learning opportunities. |
| | **KDL Impact** | Children will make memories at the library and enjoy these learning opportunities. |

| | | | |
|---|---|---|---|
| **Activity #1** | *By July 2018, select branches will host KDL CRAM Nights for students giving them the whole library and a set time to study for exams. [Programming Department]* | **Completed** - In January, held at: CAS, EGR. In May and June held at: EGR (2 times) and CAS.<br><br>5 programs, 130 attendance. | |
| **Activity #2** | *By November 2018, provide a KDL LAB Maker night after hours at one or more branches highlighting our KDL LAB activities in a multi-station program. [Programming Department and KDL LAB Work Group]* | **In progress** - KDL Lab Experience Maker Day will be hosted at the ALT in November. | |
| **Activity #3** | *By November 2018, provide a Gaming night for all ages featuring video games, board games and more unique games in an afterhours program. [Programming Department]* | **In Progress** - KDL Open: Mini Golf in the Stacks was hosted at GNS, GDV and NEL. 3 programs, 68 attendance.<br><br>EGR and BYR will host in November. | |
| **Activity #4** | *By November 2018, promote CRAM Night and Maker Night to area homeschool students. Complete by December 2018. [Programming Department, KDL LAB Work Group, Communications Department, Community Engagement Department and Youth Services]* | **In progress** - making connections with homeschool advocates. | |
| **Activity #5** | *By August 2018, survey teens at these events as well as summer Teen CREW members to get ideas for the 2019 budget. [Programming Department and Youth Services]* | **Completed** - Teens were surveyed at CRAM Night at the Cascade branch in June and at a variety of teen programs this summer. Over 100 surveys were completed. | |

# KDL Strategic Plan | 2019-2020

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

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

| #1 (Information) | | |
|---|---|---|
| **Theme**<br><br>School Partnership, Literacy | **Goal** | By 2020, KDL will work with 6 area schools with the lowest 3rd Grade Reading Proficiency. |
| | **Success Metrics** | KDL will work with Kent Schools Services Network and schools to monitor reading scores for students regularly visiting the library or the bookmobile. |
| | **KDL Impact** | Through recreational reading, students will increase their reading at school and at home with a positive impact on their reading scores. |
| | **Activity #1** | *By February 2019, host Harry Potter Festival at the Cascade branch featuring literacy and the 3rd grade reading initiative by focusing on literacy skills in the choices of games, crafts and activities in the program.* **[Programming Department/Cascade branch]** |
| | **Activity #2** | *By June 2019, KDL summer intern staff will be hired and trained to deliver story time with an emphasis on the early literacy skills. Summer interns will have an active role with Bookmobile and Outreach events.* **[Community Engagement/Youth Services]** |
| | **Activity #3** | *By August 2019, KDL staff have schedule trainings with KISD schools to understand and use library resource through the library card challenge and, in schools that have Bookmobile visit, to ensure the use of those resources.* **[Community Engagement]** |
| | **Activity #4** | *By November 2019, Data of regarding parents trained to access the school's parent portal and in story time through the bookmobile will be ready for interpretation. It is expected that it would be a performance increase by 30%. Parents will report their child's reading scores and/or grade to measure improvement.* **[Community Engagement/IT]** |
| | **Activity #5** | *By December 2019, a Storytime Training model will be created and initial training of current staff will be completed.* **[Programming Department/Youth Specialists]** |

## #2 (Information)

| Theme | Goal | Goal By 2020, KDL will reach 10% more students each year with a County Wide Reading Program for new readers to encourage leisure reading through its school partnerships. |
|---|---|---|
| School Partnership, Student Engagement | **Success Metrics** | KDL will sign up students and watch progress through outreach efforts with area schools. |
| | **KDL Impact** | Through recreational reading, at risk students in underserved groups will start on a path where reading is enjoyable with positive impact on their reading scores leading up to third grade. |
| | **Activity #1** | *By November 2019, KDL will update booklists already created for promoting the collection to new readers **[Collection Development and Early Literacy workgroup]*** |
| | **Activity #2** | *By December 2019, KDL staff will work with Grand Rapids Public Library and Kent Intermediate School District staff to create a County Wide Reading program designed to encourage new readers, replacing/revamping the existing KDLand Reading Program.  **[Youth Specialists]*** |
| | **Activity #3** | *By December 2019, KDL will promote the reading program Mission: Read, continuing to using the branding for this program on other related activities to this initiative. **[Communications Department]*** |
| | **Activity #4** | *By December 2019, KDL will work with Kent Intermediate School District and local schools to track the reading growth of students participating in the program.  **[Director of Branch Services and Operations and Manager of Community Engagement]*** |
| | **Activity #5** | *By Spring 2019, KDL will expand the pilot at Comstock Park to all KDL branches to provide KDL Booster Packs to support student's Individual Reading Plan by age and literacy skill needed by parents and caregivers. **[Director of Innovation, Collection Development Dept, and Comstock Park Youth Staff]*** |

## #3 (Information)

| Theme | Goal | By 2020, KDL will give student library cards to 80% of the students in public school in the KDL service area. |
|---|---|---|
| School Partnership, Student Success | Success Metrics | KDL will give student cards with a focus on schools whose kids can't easily get to the library with an emphasis on elementary school.<br><br>• D Branches: 60% of schools.<br>• C Branches: 60% of schools.<br>• B Branches: 80% of schools.<br>• A Branches: 90% of schools. |
| | KDL Impact | Students with a library card can use the library collection and databases to check out material they are interested in in order to increase reading scores. |
| | Activity #1 | *By March 2019, implement an option to extend use of KDL digital collection to student library cards included in the Library Card Challenge project. [Director of Innovation]* |
| | Activity #2 | *By March 2019, student library cards will be issued to Kenowa Hills Public Schools as part of the Library Card Challenge project. [Community Engagement]* |
| | Activity #3 | *By April 2019, a newsletter will be send to all LCC participating schools and teachers to promote the use of the student library card, connecting students to library materials and database resources. [Community Engagement]* |
| | Activity #4 | *By October 2019, a campaign regarding Library Card Challenge will be launched to get students to sign up for library cards in our service area. [Community Engagement/Communications]* |
| | Activity #5 | *By November 2019, student library cards would be issued to participating pre-school programs as part of the Library Card Challenge project. [Community Engagement]* |

## #4 (Information)

| Theme | Goal | By 2020, KDL will give volunteers an opportunity to work with at risk students in the schools as reading buddies or as a Literary Lunch volunteer. |
|---|---|---|
| Community Engagement, School Partnership, Student Success | **Success Metrics** | KDL will recruit volunteers who want to read to students – either as a group or one on one – to expand these programs in more schools. <br><br> • D branches: 4+ schools. <br> • C Branches: 3+ schools. <br> • B Branches: 2+ schools. <br> • A Branches: 1+ schools. |
| | **KDL Impact** | KDL gives meaningful volunteer experiences to volunteers to help students increase their love of reading and their reading scores. Student success is shared with volunteers. |
| | **Activity #1** | By June 2019, HR will collaborate with stakeholders to establish a program whereby a team of staff will participate in mentoring school-aged student to support those students and experience first-hand the impact of their efforts to make a difference with at risk students. **[Volunteer Coordinator with KDL Human Resources Dept]** |
| | **Activity #2** | By November 2019, work to develop a Library Card for tutors to offer to volunteers of community partners**. [Volunteer Coordinator with Circulation Managers]** |
| | **Activity #3** | By November 2019, Pilot a "Reading Buddy" program at the Kentwood branch in the summer of 2019 via older Teen Volunteers. **[Volunteer Coordinator with Kentwood Branch]** |
| | **Activity #4** | By December 2020, Work with community partners to recruit reading buddies for local literacy programs. Expand KDL's Literary Lunch programs with school partners through volunteer recruitment. **[Volunteer Coordinator with Manager of Community Engagement and Youth Specialists]** |

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

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

| #1 (Ideas) | | |
|---|---|---|
| **Theme** <br><br> Underserved Population, Community Engagement | **Goal** | Increase opportunities for residents to experience community engagement that exposes them to a new part of their community. |
| | **Success Metrics** | KDL will offer opportunities at area branches which increase each year. <br><br> • 2018: 6 Opportunities <br> • 2019: 10+ Opportunities <br> • 2020: 14+ Opportunities <br><br> KDL will engage with community groups (who have not previously worked with the library) who feel welcomed to the library and included in the community. |
| | **KDL Impact** | Residents will have the opportunity to learn or share about other groups and people in their community. |
| | **Activity #1** | *By August 2019, offer second year of Sip and Sit programs during the summer where patrons are invited to sit outside on lawn chairs and have conversations with people they don't already know. Add at least 2 new branches to the program.* ***[Programming Department]*** |
| | **Activity #2** | *By September 2019, host Let's Talk About…A Reading Group at the Wyoming and Kentwood branches focusing on social justice topics for ages 4 through 11 and their caregivers. Evaluate program and consider options for hosting at other KDL branches* ***[Programming Department]*** |
| | **Activity #3** | *By December 2019, host a Human Library Project program featuring different community groups at the Kentwood branch. Evaluate the program for potential expansion to additional branches.* ***[Programming Department]*** |
| | **Activity #4** | *By December 2020, KDL will seek new partnership opportunities to further the library's mission to further all people by reaching out to other organizations with similar missions in order to expose the library to new people in the community.* ***[Programming Department and Community Engagement Department]*** |
| | **Activity #5** | *By December 2020, provide displays at programs with relevant library materials and track how many of these are checked out by patrons.* ***[Programming Department and Adult Programming Work Group]*** |

| **#2 (Ideas)** | | |
|---|---|---|
| **Theme**<br><br>Lifelong Learning, Community Engagement | **Goal** | Increase opportunities to learn something new on a variety of topics through community experts. |
| | **Success Metrics** | KDL will offer lecture opportunities on a wide range of topics with a growing series each year.<br><br>• 2018: 10+ Opportunities<br>• 2019: 14+ Opportunities<br>• 2020: 20+ Opportunities<br>• D Branches: 40+ people in attendance.<br>• C Branches: 30+ people in attendance.<br>• A/B Branches: 25+ people in attendance.<br><br>Patrons will travel to new branches to have these learning opportunities. |
| | **KDL Impact** | Residents will have access to experts to encourage lifelong learning. |
| | **Activity #1** | *By June 2019, host speaker series in partnership with the World Affairs Council this spring at the Kentwood branch on water issues.* ***[Programming Department / Director of Innovation]*** |
| | **Activity #2** | *By December 2019, host program on Cybersecurity for parents.* ***[Programming Department]*** |
| | **Activity #3** | *By December 2019, use findings from 2018 pilot at the Byron branch to create a speaker series (similar to the Comstock Park branch's Live and Learn Fall series) at another branch featuring free, interesting, lectures on relevant topics. Survey patrons to see if the lectures compel them to learn more about that topic.* ***[Programming Department]*** |
| | **Activity #4** | *By December 2019, offer two speakers to branches for consideration to offer each quarter that focus on learning opportunities such as home improvement and financial literacy.  Provide these for 2019 Spring, Summer, Fall and Winter seasonal programming.* ***[Programming Department and Adult Programming Work Group]*** |
| | **Activity #5** | *By December 2019, continue to create connections with local universities and organizations to facilitate the procurement of lecturers that would be of interest to KDL's patrons.* ***[Programming Department]*** |

## #3 (Ideas)

| Theme | Goal | Increase opportunities to do activities that normally cost money to participate. |
|---|---|---|
| Underserved Populations, Community Engagement | **Success Metrics** | KDL will pay for instructors to come to the branches and offer learning opportunities for community activities that normally cost.<br><br>• 2018: 5+ Opportunities<br>• 2019: 10+ Opportunities<br>• 2020: 15+ Opportunities |
| | **KDL Impact** | Residents can participate in activities that normally cost money. |
| | **Activity #1** | *By December 2019, offer another round of Ladies Nights programs with new activities. Also, create and host one Ladies Night without alcohol, at a branch that cannot include alcohol in their program.* ***[Programming Department and Adult Programming Work Group]*** |
| | **Activity #2** | *By December 2019, offer 2 Estate Planning programs with the Davenport University Paralegal Department at the Kentwood branch. Also, explore the possibility of expanding this to another branch.* ***[Programming Department, Adult Programming Work Group and Kentwood branch]*** |
| | **Activity #3** | *By December 2019, offer new home improvement and repair programs with Home Repair Services.* ***[Programming Department and Adult Programming Work Group]*** |
| | **Activity #4** | *By December 2019, host a series of concerts in 3 to 5 KDL branches and promote them as a series over one season.* ***[Programming Department]*** |
| | **Activity #5** | *By December 2019, offer a jewelry making class for adults. Also, survey patrons to see if they were able to attend due to the program being free and what other no-cost programs they would like to attend.****[Programming Department and Adult Programming Work Group]*** |

| #4 (Ideas) | | |
|---|---|---|
| **Theme**<br><br>Lifelong Learning, Community Engagement | **Goal** | Increase opportunities to learn about the history of their community. |
| | **Success Metrics** | Over the three years, each branch will offer at least one local history program.<br><br>Branches with more than 30 people in attendance should increase this expectation to an annual amount.<br><br>New people will attend programs at the library. |
| | **KDL Impact** | Residents will learn something new about their community. |
| | **Activity #1** | *By September 2019, provide a history program on immigrants to the United States with a local speaker for multiple branches to host. **[Programming Department and Adult Programming Work Group)]*** |
| | **Activity #2** | *By December 2019, provide a program on the women's suffrage movement from a local perspective.  **[Programming Department and Adult Programming Work Group]*** |
| | **Activity #3** | *By December 2019, facilitate the hosting of local history programs in connection with local historical societies with the goal of adding programs each year until all 19 have hosted a local history program between January 2018 and December 2020) that feature an aspect of that community's history. **[Programming Department]*** |
| | **Activity #4** | *By December 2019, partner with area genealogy groups to host new genealogy instructional programs for adults. Survey participants to find out what other topics they want to see offered. **[Programming Department, Adult Programming Work Group and Adam Oster(Kentwood Librarian)]*** |
| | **Activity #5** | *By December 2019, survey patrons at local history programs to see if they feel more connected to their community after the program. **[Programming Department and Adult Programming Work Group]*** |

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

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

| #1 (Excitement) | | |
|---|---|---|
| **Theme**<br><br>Student Success, Community Engagement | **Goal** | Increase STEAM (Science Technology Engineering Art Math) opportunities with community partners and experts. |
| | **Success Metrics** | New experts will present STEAM (Science Technology Engineering Art Math) programs at the library or offsite.<br><br>Branches will offer these programs as follows:<br><br>• 2018: 8 opportunities<br>• 2019: 12 opportunities<br>• 2020: 18 opportunities<br><br>Attendance will be:<br><br>• D branches: 25+<br>• C branches: 20+<br>• A/B branches: 15+<br><br>Children will attend more than one STEAM (Science Technology Engineering Art Math) program. |
| | **KDL Impact** | Children will have an introductory STEAM (Science Technology Engineering Art Math) experience with access to experts to continue their interests. |
| | **Activity #1** | *By March 2019, begin motorcycle building program in partnership with the National Science Institute (formerly named the Geek Group), where patrons will experience re-building a motorcycle with the goal of increasing mechanical skills.* ***[Programming Department and KDL LAB Work Group]*** |
| | **Activity #2** | *By November 2019, participate in Chemistry at the mall, along with other local maker groups, bringing STEAM KDL LAB activities to Woodland Mall.* ***[Community Engagement Department]*** |
| | **Activity #3** | *By December 2019, research and connect with new STEAM partners to provide programming for KDL* ***[Programming Department and KDL LAB Work Group]*** |
| | **Activity #4** | *By December 2019, continue KDL's presence on the Grand Rapids Maker's Fair Planning Committee making connections with local maker groups.* ***[KDL LAB Work Group]*** |

| | Activity #5 | *By October of 2019, KDL will partner with the Grand Rapids Children's Museum to build an interactive play space to be piloted at the Wyoming Branch. The space will contain unique materials, toys, and activities intentionally designed to help young children get ready to read and learn and will be designed to promote curiosity and wonder, spark imagination, and encourage a lifetime of learning through discovery and exploration.* **[Director of Branch Services and Operations & The Early Literacy Work-group]** |
|---|---|---|

## #2 (Excitement)

| Theme<br><br>Student Success, School Partnership | Goal | Bring STEAM (Science Technology Engineering Art Math) activities into school outreach activities. |
|---|---|---|
| | Success Metrics | Staff will bring KDL Lab tubs into school outreach opportunities.<br><br>Branches will offer these programs as follows:<br><br>2018<br><br>• D branches: 6+<br>• C branches: 4+<br>• A/B branches: 3+<br><br>2019<br><br>• D branches: 8+<br>• C branches: 6+<br>• A/B branches: 4+<br><br>2020<br><br>• D branches: 10+<br>• C branches: 8+<br>• A/B branches: 6+<br><br>Children will go to the library to use the KDL Lab space in the branches. |
| | KDL Impact | Children will learn something new (STEAM-related) while having fun. |
| | Activity #1 | *By April 2019, KDL staff will bring KDL LAB STEAM activities to Caledonia Public Schools for 4th and 5th grade students at Kettle Lake Elementary School and 3rd, 4th and 5th grade students at Paris Ridge Elementary School.* **[Caledonia Youth Staff]** |
| | Activity #2 | *By May 2019, staff provide a KDL Lab experience to students after school weekly for six weeks at Central Elementary for Kenowa Hills Public Schools.* **[Walker Youth Staff]** |
| | Activity #3 | *By November 2019, KDL staff will bring LAB activities to the Kentwood Public Schools elementary schools as part of 4 fall school events.* **[Kentwood Youth Staff]** |

| | | |
|---|---|---|
| | **Activity #4** | *By December 2019, KDL staff will bring LittleBits and other LAB activities to 3 East Grand Rapids schools including Breton Downs, Wealthy Elementary and Lakeside Elementary.* **[EGR Youth Staff]** |
| | **Activity #5** | *By December 2019, develop and test a process to make borrowing of the KDL Lab tubs in classrooms efficient for instructors.* **[Director of Innovation and KDL Lab workgroup]** |

## #3 (Excitement)

| Theme | Goal | Offer fun learning opportunities during school breaks. |
|---|---|---|
| Student Success, Community Engagement | **Success Metrics** | New experts will present STEAM (Science Technology Engineering Art Math) programs at the library or offsite.<br><br>Branches will offer these programs as follows:<br><br>• 2018: 8 opportunities<br>• 2019: 12 opportunities<br>• 2020: 18 opportunities<br><br>Attendance will be:<br><br>• D branches: 25+<br>• C branches: 20+<br>• A/B branches: 15+<br><br>Children will attend more than one STEAM (Science Technology Engineering Art Math) program. |
| | **KDL Impact** | Children will have opportunities to explore STEAM (Science Technology Engineering Art Math) interests that lead to school success and new career interests. |
| | **Activity #1** | *By February 2019, host 2 days of STEAM programs at the National Science Institute (formerly called the Geek Group) during Winter break.  One programs will feature the organization's laser cutter, along with activities based on light science.   The other will be a repeat of last year's very popular computer take-apart and put back together program. **[Programming Department and KDL LAB Work Group]*** |
| | **Activity #2** | *By May 2019, provide spring break programs at the National Science Institute (formerly named the Geek Group) featuring STEAM activities. **[Programming Department and KDL LAB Work Group]*** |
| | **Activity #3** | *By June 2019, create 2 new KDL LAB tubs for branches to use during Summer Reading.  These tubs will focus on easy to use and setup programs for staff.  Staff will be surveyed to evaluate the effectiveness of these tubs and the quality of the programs. **[KDL LAB Work Group]*** |
| | **Activity #4** | *By December 2019, continue to work with community partners such as the National Science Institute (formerly named the Geek Group) and M-Tec to plan for future school break programming options for school age children.* ***[Programming Department and KDL LAB Work Group]*** |

## #4 (Excitement)

| Theme | Goal | Creatively use branch space after hours for fun, learning programs. |
|---|---|---|
| Student Success, Community Engagement | **Success Metrics** | Branches will offer these programs as follows:<br><br>• 2018: 4 opportunities<br>• 2019: 8 opportunities<br>• 2020: 12 opportunities<br><br>Attendance will be:<br><br>• D branches: 35+<br>• C branches: 25+<br>• A/B branches: 15+<br><br>Children will bring a friend who is new to the library.<br><br>Homeschool students will participate in these learning opportunities. |
| | **KDL Impact** | Children will make memories at the library and enjoy these learning opportunities. |
| | **Activity #1** | *By February 2019, host Family Arcade and Mini Golf program at the Kentwood branch.  Evaluate the program and the new arcade game vendor to potentially host at another branch in 2019.  **[Programming Department and Kentwood branch]*** |
| | **Activity #2** | *By July 2019, select branches will host KDL CRAM Nights for students giving them the whole library and a set time to study for exams. **[Programming Department]*** |
| | **Activity #3** | *By December 2019, create a multi-station program based on the NASA @ My Library workshop. Provide for the branches with the option of hosting during closed hours. **[Programming Department, KDL LAB Work Group and Sandy Graham]*** |

# KDL

**Information.**
**Ideas.**
***Excitement!***

Kent District Library

# 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 Cascade Branch, on November 15, 2018 at 7 p.m.

The meeting was called to order by_____.

PRESENT:

_____
_____
_____

ABSENT: _____

### A RESOLUTION OF THE KENT DISTRICT LIBRARY TO ADOPT THE
### SPECIAL REVENUE FUND 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 Special Revenue Fund budget and to amend t h e budget when resources so dictate.

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

The Board hereby approves and adopts the dissolution of the Business Consulting Special Revenue Fund budget attached hereto.

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 November 15, 2018, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated:  November 15, 2018


_____
Allie Idema, KDL Board Secretary

# KENT DISTRICT LIBRARY
# BUSINESS CONSULTING SPECIAL REVENUE FUND
# 2018 ORIGINAL BUDGET

**REVENUES:**

| | |
|---|---:|
| Charges for services | 100,000 |
| Other revenue | 1,000 |
| **TOTAL REVENUES** | **101,000** |

**EXPENDITURES:**

| | |
|---|---:|
| Personal services | 60,000 |
| Supplies | 2,250 |
| Other services and charges | 12,750 |
| **TOTAL EXPENDITURES** | **75,000** |
| **EXCESS OVER / UNDER** | **26,000** |

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

# w w w . k d l . o r g

## RESOLUTION
## KENT DISTRICT LIBRARY BOARD OF TRUSTEES

### 2018 BUDGET RESOLUTION
### 6th BUDGET AMENDMENT – EXPLANATION OF REQUESTED AMENDMENT

_____

The following suggested amendment to the General Fund budget is designed to align the budget with anticipated actual revenue and expenditures as we approach the end of the fiscal year. Please see attachment to the Resolution for detail.

1. **Revenue**

   Increase revenue for higher than originally anticipated Penal Fines and Personal Property Tax Reimbursement revenue.

2. **Expenditures**

   a. Re-align expenditures between categories to reflect anticipated year-end figures based on annualized amounts and outstanding year-end purchases.

   b. Increase collection material expenditures to reflect additional collection purchases made possible by higher than originally anticipated revenue and lower than originally anticipated expenditures in other areas.

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

# 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 Cascade Branch, on November 15, 2018 at 7 p.m.


The meeting was called to order by_____.


PRESENT:

_____

_____

_____


ABSENT:  _____

### A RESOLUTION OF THE KENT DISTRICT LIBRARY TO ADOPT THE
### 6th BUDGET AMENDMENT


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


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


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


YEAS: _____

NAYS: _____

# CERTIFICATION

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

Dated:  November 15, 2018


_____
Allie Bush Idema, KDO Board Secretary

# KENT DISTRICT LIBRARY
# GENERAL FUND OPERATING
# 2018 BUDGET - 6th AMENDMENT

| REVENUES: | AMENDED BUDGET | PROPOSED AMENDMENT | PROPOSED REVISED |
|---|---|---|---|
| Property Taxes | 21,261,500 | | 21,261,500 |
| Penal Fines | 454,000 | 300,000 | 754,000 |
| Charges for services | 150,000 | | 150,000 |
| Interest Income | 76,000 | | 76,000 |
| Public Donations | 361,500 | | 361,500 |
| Other Revenue | 701,791 | | 701,791 |
| State Sources | 610,000 | 200,000 | 810,000 |
| Transfers In | - | | - |
| **TOTAL REVENUES & OTHER FINANCING SOURCES** | **23,614,791** | **500,000** | **24,114,791** |

| EXPENDITURES: | | | |
|---|---|---|---|
| Salaries and Wages | 10,930,339 | 100,000 | 11,030,339 |
| Employee Benefits | 3,375,721 | (175,000) | 3,200,721 |
| Collections - Digital | 1,410,334 | 130,000 | 1,540,334 |
| Collections - Physical | 2,038,995 | 505,000 | 2,543,995 |
| Supplies | 721,452 | 75,000 | 796,452 |
| Contractual and Professional Services | 1,386,596 | | 1,386,596 |
| Programming and Outreach | 270,055 | 30,000 | 300,055 |
| Maintenance and Utilities | 1,728,223 | 250,000 | 1,978,223 |
| Staff Development | 276,810 | | 276,810 |
| Board Development | 14,900 | | 14,900 |
| Other Expenditures | 722,520 | | 722,520 |
| Capital Outlay | 1,868,757 | (415,000) | 1,453,757 |
| Transfers Out | - | | - |
| **TOTAL EXPENDITURES & OTHER FINANCING USES** | **24,744,702** | **500,000** | **25,244,702** |

| | | | |
|---|---|---|---|
| **EXCESS OVER / UNDER** | **(1,129,911)** | **-** | **(1,129,911)** |

<div align="center">

**KENT DISTRICT LIBRARY**

**RESOLUTION TO ADOPT BUDGET**
**(GENERAL APPROPRIATIONS ACT)**

</div>

At a meeting of the Library Board of the Kent District Library ("District Library Board" or "Library Board"), Kent County, Michigan, held at the Library on the 15th day of November, 2018 at 7 p.m.

PRESENT: _____

_____

ABSENT: _____

_____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, the Kent District Library ("District Library") was established by an agreement in accordance with the District Library Establishment Act, 1989 PA 24, as amended ("DLEA"); and

WHEREAS, pursuant to Section 12 of the DLEA, the District Library Board is responsible for the expenditure of district library funds; and

WHEREAS, the Library Board desires to adopt the budget according the provisions of the Michigan Uniform Budgeting and Account Act 1968 PA 2; and

WHEREAS, the Library Board has determined to hold a public hearing and to adopt the budget for the District Library for the January 1, 2019 to December 31, 2019 fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

**Section 1: Title**
This Resolution shall be known as the Kent District Library General Appropriations Act ("Act").

**Section 2: Chief Administrative Officer**
The Library Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

**Section 3: Fiscal Officer**
The Director of Finance shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

**Section 4: Public Hearings on the Budget**

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 5, 2018, and a public hearing on the proposed budget was held on November 15, 2018.

**Section 5: Estimated Revenues**
Estimated library fund revenues for the fiscal year January 1, 2019 to December 31, 2019, including a voter-authorized millage of 1.2733 mills, and various miscellaneous revenues shall total $24,806,481 as listed in Exhibit A.

**Section 6: Estimated Expenditures**
Estimated library fund expenditures for fiscal year January 1, 2019 to December 31, 2019 for the various library activities (line-items) shall total $25,689,962 as listed in Exhibit A.

**Section 8: Adoption of Budget by Reference**
The general library fund budget of the Kent District Library is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act (see attached Exhibit A).

**Section 9: Adoption of Budget by Line Item**
The Kent District Library adopts the 2019 fiscal year general fund budget (attached as Exhibit A) by line item. Library officials responsible for the expenditures authorized in the budget may expend library funds up to, but not to exceed, the total appropriation authorized for each line item, and may make transfers among the various general ledger accounts contained in the line item appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior Library Board approval by budget amendment.

**Section 10: Appropriation not a Mandate to Spend**
Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

**Section 11: Transfer Authority**
The Chief Administrative Officer shall have the authority to make transfers among the various line items without prior Library Board approval, if the amount to be transferred does not exceed ($250,000) or (10%) of the appropriation item from which the transfer is to be made, whichever is less. The Library Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior Library Board approval.

**Section 12: Periodic Fiscal Reports**
The Fiscal Officer shall transmit to the Library Board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations.

**Section 13: Limit on Obligations and Payments**
No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**Section 14: Budget Monitoring**
Whenever it appears to the Chief Administrative Officer or the Library Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, including an available surplus upon which appropriations from the fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Library Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or proposals for measures necessary to provide revenues sufficient to meet expenditures of the fund, or any combination thereof.

**Section 15: Violations of This Act**
Any obligation incurred or payment authorized in violation of this Resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and any policy that may apply to any responsible employee.

**Section 16: Library Board Adoption**
Motion made by _____, seconded by _____ to adopt the foregoing Resolution. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The President declared the motion carried and the Resolution duly adopted on the 15th day of November, 2018.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN     )
                           ) ss.
COUNTY OF KENT        )

      I, the undersigned, the duly qualified and acting Secretary of the Kent District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the 15 day of November, 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, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

_____
Allie Bush Idema, KDL Board Secretary

# Exhibit A

**KENT DISTRICT LIBRARY**
**2019 OPERATING BUDGET**

## REVENUES:

| | |
|---|---:|
| Property Taxes | 22,093,560 |
| Penal Fines | 797,644 |
| Charges for services | 100,000 |
| Interest Income | 76,000 |
| Public Donations | 442,000 |
| Other Revenue | 663,210 |
| State Sources | 634,067 |
| **TOTAL REVENUES & OTHER FINANCING SOURCES** | **24,806,481** |

## EXPENDITURES:

| | |
|---|---:|
| Salaries and Wages | 11,753,570 |
| Employee Benefits | 3,732,138 |
| Collections - Digital | 1,539,498 |
| Collections - Physical | 2,121,387 |
| Supplies | 779,255 |
| Contractual and Professional Services | 1,776,121 |
| Programming and Outreach | 333,277 |
| Maintenance and Utilities | 1,999,046 |
| Staff Development | 257,883 |
| Board Development | 14,833 |
| Other Expenditures | 781,730 |
| Capital Outlay | 601,224 |
| **TOTAL EXPENDITURES & OTHER FINANCING USES** | **25,689,962** |

| | |
|---|---:|
| **REVENUES OVER (UNDER) EXPENDITURES** | **(883,481)** |

# 2018 HOLIDAY BASKET DELIVERY SCHEDULE

| Monday, December 10, 2018 | |
|---|---|
| Spencer | 10:00 a.m. |
| Nelson / Sand Lake | 11:00 a.m. |
| Tyrone | 12:00 p.m. |
| Lunch Stop 1:00 | |
| Krause Memorial | 2:00 pm |
| Alpine | 3:00 p.m. |
| Walker | 4:00 p.m. |
| | |
| | |

| Tuesday, December 11, 2018 | |
|---|---|
| Service Center | 8:30 a.m. |
| Plainfield | 9:30 a.m. |
| EGR | 10:30 a.m. |
| Lunch Stop 11:30 a.m. | |
| Cascade | 12:30 p.m. |
| Englehardt | 1:30 p.m. |
| Alto | 2:30 p.m. |
| Caledonia | 3:30 p.m. |
| Kentwood | 4:30 p.m. |

| Wednesday, December 12, 2018 | |
|---|---|
| Byron | 1:00 p.m. |
| Gaines | 2:00 p.m. |
| Kelloggsville | 3:00 p.m. |
| Wyoming | 3:30 p.m. |
| Grandville | 4:15 p.m. |