



KDL®

**BOARD OF TRUSTEES
MEETING PACKET**

01

JANUARY 2019

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BOARD OF TRUSTEES MEETING AGENDA

LOCATION

KDL Meeting Center (814 West River Center Dr., Comstock Park, MI 49321)

DATE

Thursday, January 17, 2019 at 4:30 p.m.

- I. Call To Order
- II. Pledge Of Allegiance
- III. Liaison Representative Comments
- IV. Public Comments**
- * V. Consent Agenda
 - A. Approval of Agenda
 - B. Approval of Minutes – December 20, 2018 Open & Closed Sessions
- * VI. Finance Reports – December 2018
- VII. Lakeland Library Cooperative Report
- VIII. Director's Report – December 2018
- IX. New Business
 - A. Conflict of Interest Statements and Board Code of Ethics
 - B. 2019 Credit Card Agreement
 - C. KDL Board Training Planning and Dates
 - * D. Library Director's Evaluation
- X. Liaison Representative Comments
- XI. Public Comments**
- XII. Board Member Comments
- XII. Meeting Dates
 - Regular Meeting: Thursday, February 21, 2019 – KDL Plainfield Branch – 4:30 p.m.***
- * XIV. Adjournment

* *Requires Action*

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

LOCATION

KDL Meeting Center (814 West River Center Dr., Comstock Park, MI 49321)

DATE

Thursday, December 20, 2019 at 4:30 p.m.

BOARD PRESENT: Shirley Bruursema, Andrew Erlewein, Sheri Gilreath-Watts, Allie Bush Idema, Charles Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

BOARD ABSENT: None

STAFF PRESENT: Michelle Boisvenue-Fox, Jaci Cooper, Lindsey Dorfman, Randy Goble, Claire Horlings, Brian Mortimore, Jared Olson, Laura Powers, Kurt Stevens, Lance Werner

GUESTS PRESENT: Bill Brinkman, Amy Van Andel, Steve Van Andel, Christopher Wilson

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Minutes – November 15, 2018

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

IV. AWARD CEREMONY - Library Champion Award for Amy Van Andel

Director Werner presented Amy Van Andel with the 2018 Library Champion Award. Ms. Van Andel received this award for championing the burgeoning community of Ada by being the lead donor and namesake of the Amy Van Andel Library Branch.

Ms. Van Andel graciously accepted the award and thanked Director Werner.

V. LIAISON REPRESENTATIVE COMMENTS – None

VI. PUBLIC COMMENTS– None

VII. FINANCE REPORTS – November 2018

The Director of Finance gave a brief overview of the November cash report and revenues and expenditures. Cash appears to be roughly the same as last year because approximately \$1.7 million was transferred between Kent County Pool Fund and Huntington Bank in 2017. The KCPF statement runs one month behind, so the \$1.7 million was counted twice in this dashboard on the 2017 side but was reported appropriately in the financials. Cash is actually up about \$1.5 million over the prior year. KDL is 91.67% through the fiscal year, and revenues are just over budget by approximately \$100k. This year, KDL received more dollars than

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anticipated. Expenditures are at 82.7%. The 2018 budget planned to use the fund balance. When comparing actual expenses to actual revenue, 86.3% was used. At the end of the 2018 fiscal year, it appears KDL may add \$700k to the fund balance, according to Ms. Powers' latest projection, but she will keep the Board apprised if different.

Motion: Ms. Oliver moved to receive and file November 2018 finance reports as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted the following item, which was approved at the December 13, 2018 Lakeland Library Cooperative Board meeting:

- The advisory SWOT (Strength Weaknesses Opportunities Threats) plan.

IX. DIRECTOR'S REPORT – November 2018

Director Werner highlighted the following items from the Director's Report:

- Broadview Product Development plans to drop off the Media Sanitizer this week. Director Werner visited their headquarters in Zeeland and did a test run to take cigarette smoke odor out of materials. The next step is to get a patent and to tweak the temperature settings to ensure the equipment effectively rids all odors and pests from library materials.
- Ms. Horlings gave an update on the year-end appeal. Ms. Horlings thanked Randy Goble and the Marketing and Communications Department for doing a great job creating a compelling message and art work to share with the public. Ms. Horlings presented to the Board the booster packs that the year-end appeal is hoping to fund. So far, this year's campaign raised approximately \$25,724. Last year's total was \$33,969.

The Board asked questions of staff and staff responded.

X. NEW BUSINESS

A. 2019 Election of Officers

Motion: Ms. Bruursema moved to appoint Ms. Weller as KDL Board of Trustees Chair, Ms. Bruursema as Vice Chair, Mr. Erlewein as Treasurer, and Ms. Idema as Secretary for the 2019 calendar year.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

B. 2019 Trustee Board Assignments

Chair Weller initiated the annual trustee board assignment discussion to allow trustees an opportunity to express their desire to depart or join an advisory board or the Lakeland Library Cooperative Board.

Motion: Ms. Idema moved to reappoint Ms. Weller and Mr. Myers to serve as KDL Board representatives on the KDL Pension Board, and Mr. Myers to serve on the KDL Pension Board, to reappoint Ms. Bruursema to serve as a KDL Board representative on the Lakeland Library Cooperative Board, and to reappoint Ms. Weller to serve as a KDL Board representative on the Alliance of Friends for the 2019 calendar year.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

C. KDL Policy Manual – Section 6: Personnel (*first reading*)

Mr. Mortimore spoke to the changes in Section 6: Personnel. He recommended the elimination of 6.12 Tuition Reimbursement because KDL has not been granting this benefit for some time, and for the sake of continuity because many of the benefits KDL offers are not spelled out in the policy manual.

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Mr. Mortimore outlined some of the other benefits that are offered to staff.

The Board asked questions regarding the implications the passing of the proposal legalizing marijuana has on the existing, unchanged policy from Section 6 and Mr. Mortimore responded.

Motion: Ms. Oliver moved to approve

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

D. Resolution: Health Insurance Funding

Roll Call Vote

Motion: Mr. Erlewein moved to approve the resolution regarding the Publicly Funded Health Insurance Contribution Act (Public Act 152 of 2011 | "PA 152" |), which resolves that Kent District Library elects to comply with the 80% limitation in Section 4 of PA 152 for medical benefit plan coverage years beginning on or after January 1, 2019.

Support: Supported by Mr. Myers.

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Mr. Gilreath-Watts – Absent

Ms. Idema – Yes

Mr. Myers - Yes

Mr. Noreen – Yes

Ms. Oliver – Yes

Ms. Weller – Yes

RESULT: Motion carried 7-0.

- XII. LIAISON REPRESENTATIVE COMMENTS** – Plainfield Township Treasurer Mr. Brinkman reported that Plainfield Township passed an ordinance outlawing the sale of marijuana in response to the State passing the proposition for recreational use of marijuana. Mr. Brinkman also reported that the campground is coming along well, despite there being more contamination than anticipated. Lastly, Mr. Brinkman reported that Wolverine Worldwide backed out of the agreement they had with Plainfield Township and the case for the PFAS water contamination will now go to federal court.

- XIII. PUBLIC COMMENTS** – None

XIV. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema was sorry to have missed the November board meeting. She reported that libraries she has been working with have won a lot of millages. Recently, there was a bill proposed to move elections to the month of June. Ms. Bruursema expressed her relief about the bill not being passed. Ms. Bruursema enjoyed the Christmas basket delivery and said it was nice to see the libraries she represents and meet some new staff. Ms. Bruursema concluded by wishing everyone a Merry Christmas and a healthy and happy new year.

Mr. Erlewein: Mr. Erlewein encouraged other board members to look into employer-matched donations. He always donates money at the end of the year to KDL and his company matches his contribution.

Ms. Idema: Ms. Idema wished everyone happy holidays.

Mr. Noreen: Mr. Noreen enjoyed the holiday basket delivery and wished everyone a Merry Christmas and a Happy New Year.

Ms. Weller: Ms. Weller thanked Director Werner for accompanying her to the libraries for the holiday basket delivery. KDL staff members were so, so happy to get their packages and it was a fun and festive time.

Ms. Gilreath-Watts joined the meeting at 6:09 p.m.

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XV. MEETING DATES

Regular Meeting: Thursday, January 18, 2018 –KDL Meeting Center– 4:30 p.m.

XVI. CLOSED SESSION – Director’s Performance Evaluation

Roll-Call Vote

Motion: Mr. Noreen moved at 6:27 p.m. to meet in closed session pursuant to section 8(a) of the Open Meetings Act for the purpose of conducting the Director’s performance evaluation.

Support: Supported by Ms. Oliver.

Roll call by the Secretary:

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Mr. Gilreath-Watts – Yes

Ms. Idema –Yes

Mr. Myers - Yes

Mr. Noreen – Yes

Ms. Oliver– Yes

Ms. Weller – Yes

RESULT: Motion carried 8-0.

Motion: Mr. Noreen moved to adjourn the closed session and resume the Regular Board Meeting at 7:56 p.m.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

XVII. DIRECTOR’S ANNUAL PERFORMANCE REVIEW

Chair Weller noted that the Board discussed Director Werner’s performance and proposed a salary increase for 2019.

Motion: Mr. Myers moved to approve the Director’s salary increase for 2019.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

The Board thanked Director Werner for his service and noted that he had a particularly successful year not only within the organization and local community, but also for bringing national attention to KDL by earning the Librarian of the Year award and for being named to the slate for ALA’s Presidential election for 2020-2021. Director Werner showed his appreciation and gratitude for the Board’s decision.

XVIII. ADJOURNMENT

Motion: Ms. Oliver moved for adjournment at 8:10 p.m.

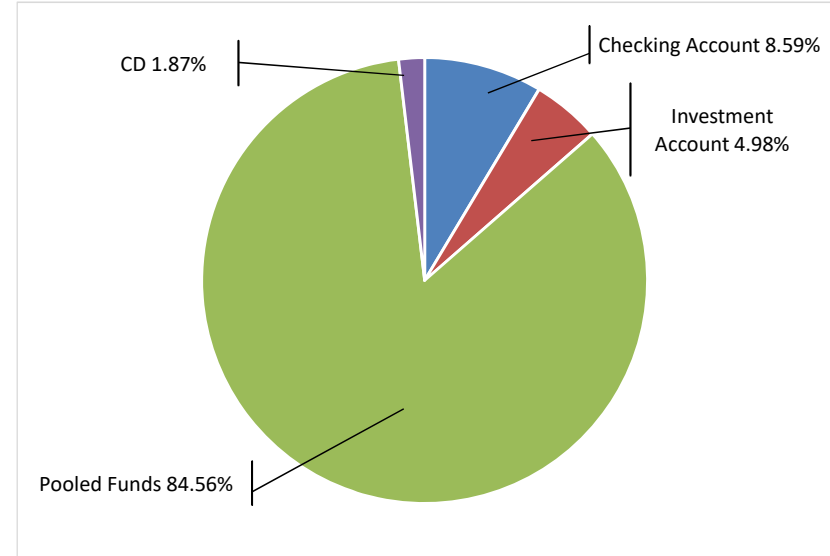
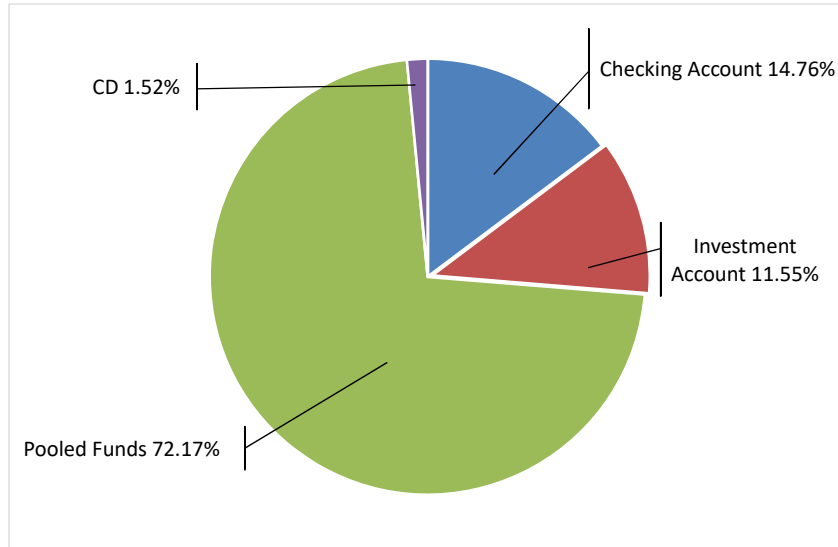
Support: Supported by Mr. Erlewein

RESULT: Motion carried.



Administrative Approval For Distribution

Monthly Cash Position Per Bank Month ended December 31



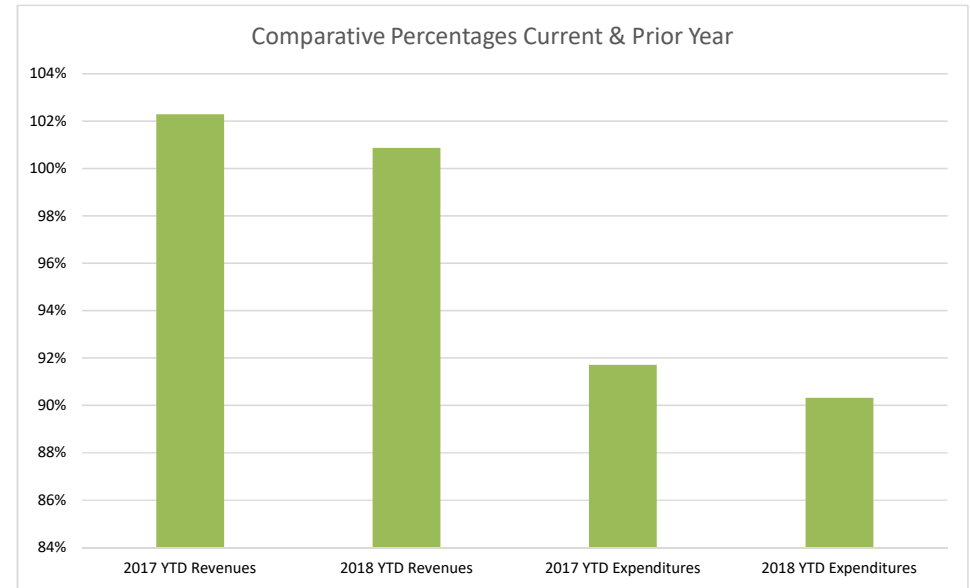
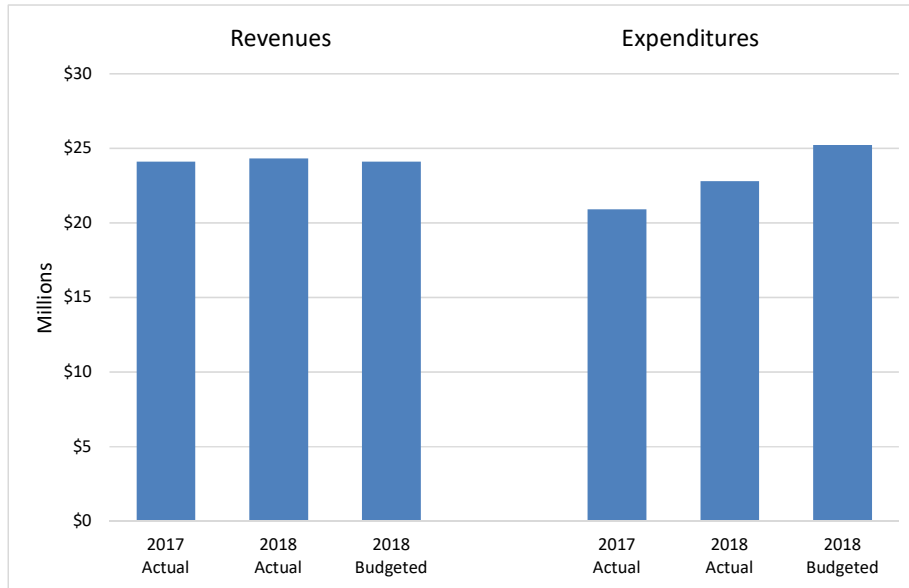
2018		
Account	Rate	Amount
Huntington Checking Account	0.166%	\$2,551,093.46
Huntington Investment Account	0.300%	\$1,995,773.77
*Kent County Pooled Funds	0.956%	\$12,476,193.21
First National Bank	1.240%	\$263,016.15
		<u>\$17,286,076.59</u>

2017		
Account	Rate	Amount
Huntington Checking Account	0.150%	\$1,194,674.30
Huntington Investment Account	0.300%	\$692,790.89
*Kent County Pooled Funds	0.845%	\$11,762,241.34
First National Bank	1.045%	\$259,428.68
		<u>\$13,909,135.21</u>

* Includes Trust Pooled fund balances

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

Monthly Revenues and Expenditures Month ended December 31



Budget to Actual with Prior Year Comparison

Revenues

2017 Actual	\$	24,127,153
2018 Actual	\$	24,325,947
2018 Budgeted	\$	24,114,791

Expenditures

2017 Actual	\$	20,920,042
2018 Actual	\$	22,800,852
2018 Budgeted	\$	25,244,703

Comparative Percentages Current & Prior Year

Account

Amount

2017 YTD Revenues	102.3%
2018 YTD Revenues	100.9%
2017 YTD Expenditures	91.7%
2018 YTD Expenditures	90.3%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2018 Through 12/31/2018
(In Whole Numbers)

	YTD Actual	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	21,188,285	21,261,500	(73,215)	(0)%
Penal Fines	831,140	754,000	77,140	10 %
Charges for Services	291,311	150,000	141,311	94 %
Interest Income	210,397	76,000	134,397	177 %
Public Donations	363,947	361,500	2,447	1 %
Other Revenue	577,081	701,791	(124,710)	(18)%
State Sources	863,786	810,000	53,786	7 %
Total Revenues	24,325,947	24,114,791	211,156	1 %
Expenditures				
Salaries and Wages	10,804,223	11,030,339	226,116	2 %
Employee Benefits	2,831,756	3,200,721	368,966	12 %
Collections - Digital	1,510,092	1,540,334	30,242	2 %
Collections - Physical	2,317,308	2,543,995	226,687	9 %
Supplies	692,992	796,452	103,460	13 %
Contractual and Professional Services	1,141,105	1,386,596	245,491	18 %
Programming and Outreach	230,245	300,055	69,810	23 %
Maintenance and Utilities	1,670,709	1,978,223	307,514	16 %
Staff Development	188,673	276,810	88,137	32 %
Board Development	10,914	14,900	3,986	27 %
Other Expenditures	570,593	722,520	151,927	21 %
Capital Outlay	832,243	1,453,757	621,515	43 %
Total Expenditures	22,800,852	25,244,703	2,443,851	10 %
Excess Revenue Over (Under) Expenditures	1,525,095	(1,129,912)	2,655,006	(235)%

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 1/1/2018 Through 12/31/2018
(In Whole Numbers)

	YTD Actual
Revenues	
Charges for Services	75,435
Total Revenues	75,435
Expenditures	
Salaries and Wages	32,041
Employee Benefits	8,035
Contractual and Professional Services	22,054
Maintenance and Utilities	2,400
Staff Development	4,035
Other Expenditures	4,336
Total Expenditures	72,900
Excess Revenue Over (Under)	2,535
Expenditures	

Kent District Library
Statement of Revenues and Expenditures
496 - Bookmobile Capital Projects Fund
From 1/1/2018 Through 12/31/2018
(In Whole Numbers)

	YTD Actual
Revenues	
Other Revenue	104,000
Total Revenues	104,000
Expenditures	
Supplies	375
Contractual and Professional Services	7,950
Capital Outlay	176,637
Total Expenditures	184,961
Excess Revenue Over (Under) Expenditures	(80,961)

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

	YTD Ending December 31, 2017	YTD Ending December 31, 2018	Total Variance
Revenues			
Property Taxes	20,556,739	21,188,285	631,546
Penal Fines	790,072	831,140	41,067
Charges for Services	417,059	291,311	(125,748)
Interest Income	155,498	210,397	54,899
Public Donations	332,897	363,947	31,050
Other Revenue	692,176	577,081	(115,095)
State Sources	1,182,712	863,786	(318,926)
Total Revenues	24,127,153	24,325,947	198,793
Expenditures			
Salaries and Wages	10,398,814	10,804,223	405,409
Employee Benefits	2,454,299	2,831,756	377,457
Collections - Digital	1,211,884	1,510,092	298,208
Collections - Physical	1,857,266	2,317,308	460,042
Supplies	257,669	692,992	435,323
Contractual and Professional Services	2,069,607	1,141,105	(928,502)
Programming and Outreach	302,666	230,245	(72,421)
Maintenance and Utilities	729,228	1,670,709	941,481
Staff Development	145,140	188,673	43,533
Board Development	13,225	10,914	(2,312)
Other Expenditures	593,128	570,593	(22,536)
Capital Outlay	887,116	832,243	(54,873)
Total Expenditures	20,920,042	22,800,852	1,880,810
Other Financing Uses			
Transfers Out	208,000	-	(208,000)
Total Other Financing Uses	208,000	-	(208,000)
Excess Revenue Over (Under) Expenditures	2,999,111	1,525,095	(1,474,017)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2018 Through 12/31/2018
(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	435	21,016,990	21,075,000	(58,010)	(0)%
4412 Delinquent personal property taxes	656	8,556	12,000	(3,444)	(29)%
4432 DNR - PILT	0	16,554	9,500	7,054	74 %
4437 Industrial facilities taxes	0	146,185	165,000	(18,815)	(11)%
Total Property Taxes	1,092	21,188,285	21,261,500	(73,215)	(0)%
Penal Fines					
4581 Penal fines	0	831,140	754,000	77,140	10 %
Total Penal Fines	0	831,140	754,000	77,140	10 %
Charges for Services					
4650 Printing/fax fees	10,422	101,337	50,000	51,337	103 %
4658 Overdue fines	15,456	160,809	75,000	85,809	114 %
4685 Materials replacement charges	6,398	29,165	25,000	4,165	17 %
Total Charges for Services	32,276	291,311	150,000	141,311	94 %
Interest Income					
4665 Interest earned on deposits and investments	21,007	208,648	75,000	133,648	178 %
4666 Interest Earned - Property Taxes	127	1,749	1,000	749	75 %
Total Interest Income	21,134	210,397	76,000	134,397	177 %
Public Donations					
4673 Restricted donations	46,082	328,397	238,000	90,397	38 %
4674 Unrestricted donations	17,995	35,551	65,000	(29,449)	(45)%
4675 Sponsorships	0	0	58,500	(58,500)	(100)%
Total Public Donations	64,076	363,947	361,500	2,447	1 %
Other Revenue					
4502 Universal Service Fund - eRate	0	467,437	621,786	(154,349)	(25)%
4583 Contributions from public schools	0	82,267	25,000	57,267	229 %
4642 Sales	0	2,395	5,000	(2,605)	(52)%
4643 Ticket Sales	75	75	22,005	(21,930)	(100)%
4644 Book sales	0	0	5,000	(5,000)	(100)%
4651 Admission/Entry fees	1,362	1,814	0	1,814	0 %
4667 Building rental	878	11,495	7,500	3,995	53 %
4668 Royalties	153	3,815	2,500	1,315	53 %
4672 Local grants	0	860	10,000	(9,140)	(91)%
4676 Reimbursement of expenditures	622	622	0	622	0 %
4677 Program contributions	0	2,132	0	2,132	0 %
4686 Sale of Equipment	0	65	0	65	0 %
4688 Miscellaneous	272	4,104	3,000	1,104	37 %
Total Other Revenue	3,361	577,081	701,791	(124,710)	(18)%
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	449,050	450,000	(950)	(0)%
Total State Sources	0	863,786	810,000	53,786	7 %
Total Revenues	121,940	24,325,947	24,114,791	211,156	1 %

Expenditures

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2018 Through 12/31/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
Salaries and Wages					
5700 Board Stipend	270	2,730	3,360	630	19 %
5701 Administrator wages	83,836	888,723	849,839	(38,884)	(5)%
5702 Managers wages	178,748	2,069,974	2,204,159	134,184	6 %
5703 Support Staff wages	348,573	4,118,722	4,237,588	118,866	3 %
5704 Operations	263,849	3,272,107	3,290,807	18,699	1 %
5705 Interns	990	46,398	77,587	31,189	40 %
5706 Extra duty stipends	0	84,100	120,000	35,900	30 %
5708 Subs	42,462	333,949	247,000	(86,949)	(35)%
5710 Contra Salaries and Wages - Consulting Admin	(1,040)	(12,480)	0	12,480	0 %
Total Salaries and Wages	917,689	10,804,223	11,030,339	226,116	2 %
Employee Benefits					
5709 FICA	74,488	792,086	836,178	44,092	5 %
5716 Defined Benefit Pension Plan Expenditures	7,882	94,025	108,267	14,242	13 %
5717 Defined Contribution Pension Plan Contributions	23,208	218,008	267,979	49,971	19 %
5718 Employee Health Benefits	101,487	1,176,797	1,357,309	180,512	13 %
5719 Part-time Employee Health Benefits	0	142,703	220,000	77,297	35 %
5720 HSA/Flex	437	346,466	336,000	(10,466)	(3)%
5723 Retiree Health Care OPEB	153	1,834	1,500	(334)	(22)%
5724 Life Insurance	(41)	23,962	25,483	1,521	6 %
5725 Additional Life Insurance	0	7,785	14,100	6,315	45 %
5726 Housing Allowance	1,000	12,000	12,000	0	0 %
5727 Gradifi Student Loan Assistance	1,075	13,200	15,750	2,550	16 %
5728 YMCA Membership Support	80	1,090	1,800	710	39 %
5730 Other Employee Benefits	120	4,920	4,355	(565)	(13)%
5735 Contra Employee Benefits - Consulting Admin	(260)	(3,120)	0	3,120	0 %
Total Employee Benefits	209,628	2,831,756	3,200,721	368,966	12 %
Collections - Digital					
5785 Cloud Library	0	1,000,000	937,680	(62,320)	(7)%
5786 Hoopla	0	227,000	312,000	85,000	27 %
5787 Digital Collection	0	108,932	109,546	614	1 %
5788 Miscellaneous Electronic Access	0	174,160	181,108	6,948	4 %
Total Collections - Digital	0	1,510,092	1,540,334	30,242	2 %
Collections - Physical					
5791 Subscriptions	10,005	68,117	68,615	498	1 %
5815 KDL Cruisers	0	24,968	30,000	5,032	17 %
5871 Restricted Donation Expenditures-Branch Materials	139	7,897	54,000	46,103	85 %
5982 Collection Materials - Depreciable	174,171	1,422,107	1,440,055	17,948	1 %
5983 CD/DVD Collection Materials - Non-Depreciable	99,688	705,248	711,550	6,302	1 %
5984 Beyond Books Collection - Non-Depreciable	12,680	88,971	239,775	150,804	63 %
Total Collections - Physical	296,682	2,317,308	2,543,995	226,687	9 %
Supplies					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2018 Through 12/31/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5750	Processing Supplies	14,752	142,566	169,700	27,134	16 %
5751	Office Supplies	2,518	47,038	46,310	(728)	(2)%
5752	Paper	1,548	23,429	19,095	(4,334)	(23)%
5753	AV Supplies	1,907	17,229	17,000	(229)	(1)%
5754	Disposable Technology <\$1000	18,893	216,272	311,145	94,873	30 %
5755	Maintenance Supplies - Custodial	267	3,827	5,160	1,333	26 %
5756	Water Cooler	486	7,319	2,300	(5,019)	(218)%
5757	Meeting Center Supplies	390	1,857	3,000	1,143	38 %
5760	Technology Accessories	13,011	28,211	0	(28,211)	0 %
5765	Wellness Supplies	540	6,149	5,000	(1,149)	(23)%
5766	Team KDL Supplies	0	0	1,000	1,000	100 %
5767	New EE Shirts/Tote Bags	765	3,393	4,000	607	15 %
5768	Promotions Supplies	0	16,696	39,020	22,324	57 %
5769	Service Awards	0	5,273	4,200	(1,073)	(26)%
5770	Other Awards/Prizes	0	82,592	84,550	1,958	2 %
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	14,088	30,696	35,790	5,094	14 %
5851	Mail/Postage	372	5,233	9,805	4,572	47 %
5900	Printing and Publishing	10,188	43,381	37,877	(5,504)	(15)%
	Total Supplies	79,725	692,992	796,452	103,460	13 %
	Contractual and Professional Services					
5792	Software	1,283	226,268	86,881	(139,387)	(160)%
5801	Professional Services	11,754	28,191	20,000	(8,191)	(41)%
5802	Public Relations Consultant	41	16,744	10,000	(6,744)	(67)%
5803	IT Consultant - Consulting Svcs.	0	0	8,400	8,400	100 %
5804	Other Consultants	3,680	17,530	20,000	2,470	12 %
5805	Audit Services	0	24,000	31,500	7,500	24 %
5806	Legal Services	4,460	52,924	16,500	(36,424)	(221)%
5808	ILS Consultant	14,333	100,333	200,000	99,667	50 %
5809	Temporary Contracted Employees	2,348	56,892	0	(56,892)	0 %
5811	IT Contracted Services	22,929	107,879	113,400	5,521	5 %
5812	HR Contracted Services	23	5,572	2,000	(3,572)	(179)%
5813	Delivery Services	7,230	121,193	130,000	8,807	7 %
5814	Security Services	2,608	75,079	43,400	(31,679)	(73)%
5816	Employment Recruiter	113	1,625	5,000	3,375	68 %
5817	Lakeland Library Co-op services	0	3,885	4,500	615	14 %
5818	Shredding services	0	396	1,050	654	62 %
5819	Drug Screenings/background checks	351	3,094	3,500	406	12 %
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	700	5,706	18,810	13,105	70 %
5830	Other Contracted Services	7,039	33,850	48,400	14,550	30 %
5834	Wellness Services	0	842	5,000	4,158	83 %
5835	Team KDL Services	554	8,762	10,000	1,238	12 %
5836	Employee & Partner Care (Flowers, Etc)	164	3,357	0	(3,357)	0 %
5890	ILS Fees	31,513	134,281	237,200	102,919	43 %
5891	Licenses and Fees	(33)	582	7,975	7,394	93 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2018 Through 12/31/2018
(In Whole Numbers)

		Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5892	DO NOT USE - Software Licenses	0	0	241,930	241,930	100 %
5893	Marc Records License	584	3,276	7,500	4,224	56 %
5956	Other Benefits Administration Fees	375	7,582	300	(7,282)	(2,427)%
5957	Pension Administration Fees	0	2,649	3,000	351	12 %
5958	Payroll processing fees	6,754	64,340	55,000	(9,340)	(17)%
5960	Banking Fees	233	3,899	7,500	3,601	48 %
5961	TSYS/Credit Card Fees	625	8,439	8,100	(339)	(4)%
	Total Contractual and Professional Services	119,662	1,141,105	1,386,596	245,491	18 %
	Programming and Outreach					
5794	Outreach Supplies	383	22,764	15,085	(7,679)	(51)%
5795	Programming Supplies	9,136	65,556	70,570	5,014	7 %
5796	Youth Programming Supplies	587	12,812	42,600	29,788	70 %
5797	Teen Programming Supplies	2,522	7,595	8,770	1,175	13 %
5798	Adult Programming Supplies	752	8,564	5,900	(2,664)	(45)%
5865	Programming Services	325	18,246	24,380	6,134	25 %
5866	Youth Programming Services	0	0	250	250	100 %
5867	Teen Programming Services	0	1,426	370	(1,056)	(285)%
5868	Adult Programming Services	2,418	4,343	6,500	2,157	33 %
5885	Speakers/Performers	2,150	88,939	120,830	31,891	26 %
5950	Airport Free Library	0	0	4,800	4,800	100 %
	Total Programming and Outreach	18,274	230,245	300,055	69,810	23 %
	Maintenance and Utilities					
5822	Maintenance Contracts	0	1,400	4,300	2,900	67 %
5848	Mobile Hotspots	7,362	74,181	81,625	7,444	9 %
5849	Cell Phones/ Stipends	2,458	25,289	33,540	8,251	25 %
5850	Telephones	5,621	61,211	77,111	15,900	21 %
5852	Internet/Telecomm Services	53,661	640,299	672,500	32,201	5 %
5918	Water/Sewer	0	6,029	3,500	(2,529)	(72)%
5919	Waste Disposal	322	5,311	7,200	1,889	26 %
5920	Electric	4,171	65,586	68,000	2,414	4 %
5921	Natural Gas	0	8,978	7,500	(1,478)	(20)%
5925	Snowplowing	1,647	11,586	8,115	(3,471)	(43)%
5926	Lawn/Landscaping	0	3,709	3,700	(9)	(0)%
5928	Branch Maintenance Fees	0	384,756	387,282	2,526	1 %
5929	Land Repair and Maintenance	0	2,059	1,000	(1,059)	(106)%
5930	Building Repair and Maintenance	23	17,934	39,500	21,566	55 %
5931	Equipment Repair and Maintenance	1,003	9,720	219,240	209,521	96 %
5932	Vehicle Repairs and Maintenance	0	1,425	4,070	2,645	65 %
5933	Software & IT Hardware Maintenance Agreements	0	272,959	278,540	5,581	2 %
5934	Other Repair and Maintenance	0	709	0	(709)	0 %
5940	Rentals	624	19,302	17,055	(2,247)	(13)%
5941	Printer/Copier Leases	4,942	60,665	64,445	3,780	6 %
5943	Contra Maintenance & Utilities - Consulting Admin	(200)	(2,400)	0	2,400	0 %
	Total Maintenance and Utilities	81,634	1,670,709	1,978,223	307,514	16 %
	Staff Development					
5910	Professional Development	10,351	77,064	103,995	26,931	26 %
5911	Conferences	100	30,427	59,805	29,378	49 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2018 Through 12/31/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5913 Travel/Lodging	9,606	81,182	113,010	31,828	28 %
Total Staff Development	20,057	188,673	276,810	88,137	32 %
Board Development					
5908 Board Development	0	2,550	2,500	(50)	(2)%
5909 Board Travel/Lodging	0	8,364	12,400	4,036	33 %
Total Board Development	0	10,914	14,900	3,986	27 %
Other Expenditures					
5759 Gas, Oil, Grease	219	1,432	3,500	2,068	59 %
5860 Parking	6	630	1,490	860	58 %
5861 Mileage Reimbursement	4,923	38,027	47,957	9,930	21 %
5869 Restricted Donations Expenditures	0	500	0	(500)	0 %
5870 Restricted Donation Expenditures-Branch Misc	5,778	98,492	164,000	65,508	40 %
5873 Website	106	100,327	118,845	18,518	16 %
5874 Employment Advertising	0	190	1,500	1,310	87 %
5875 System Advertising - Print	755	37,379	57,500	20,121	35 %
5876 System Advertising - Radio	0	300	5,000	4,700	94 %
5877 System Advertising - TV	523	10,463	20,000	9,537	48 %
5878 System Advertising - Social Media	2,857	11,386	14,100	2,714	19 %
5882 Branch Advertising - Social Media	0	164	0	(164)	0 %
5884 Photography	942	4,896	7,200	2,304	32 %
5901 Printing and Publishing - Kaleidoscope	13,746	24,230	15,000	(9,230)	(62)%
5906 Promotions/Marketing	(5)	9,849	9,590	(259)	(3)%
5907 Sponsorships/Donations	0	0	2,000	2,000	100 %
5912 Meetings	2,892	11,882	14,250	2,368	17 %
5915 Memberships	1,490	27,267	42,223	14,956	35 %
5916 Dues and Fees	0	4,930	6,540	1,610	25 %
5935 Property Liability Insurance	0	55,532	57,200	1,668	3 %
5936 Vehicle Liability Insurance	5,555	9,671	0	(9,671)	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	167	20,328	14,170	(6,158)	(43)%
5959 Sales Taxes	4	166	495	329	67 %
5964 Property Tax Reimbursement	3,860	45,033	75,000	29,967	40 %
5965 MEL Return Items	59	2,611	1,000	(1,611)	(161)%
Total Other Expenditures	43,877	570,593	722,520	151,927	21 %
Capital Outlay					
5971 Land	(213)	0	0	0	0 %
5974 Land Improvements - Depreciable	0	46,432	18,000	(28,432)	(158)%
5975 Building Improvements - Non-Depreciable	0	11,267	8,200	(3,067)	(37)%
5976 Building Improvements - Depreciable	48,840	308,263	429,000	120,737	28 %
5977 Technology - Non-Depreciable (\$1000-4999)	40,776	186,253	223,991	37,737	17 %
5978 Technology - Depreciable (5,000+)	12,120	126,335	533,025	406,690	76 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	10,139	69,577	120,742	51,165	42 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 12/1/2018 Through 12/31/2018
(In Whole Numbers)

	Current Month	2018 YTD	2018 Amended Budget	2018 Amended Budget to Actual Variance	Percent Remaining
5980 Equipment/Furniture - Depreciable (\$5000+)	24,540	84,115	120,800	36,685	30 %
Total Capital Outlay	<u>136,202</u>	<u>832,243</u>	<u>1,453,757</u>	<u>621,515</u>	43 %
Total Expenditures	<u>1,923,429</u>	<u>22,800,852</u>	<u>25,244,703</u>	<u>2,443,851</u>	10 %
Excess Revenue Over (Under) Expenditures	<u>(1,801,489)</u>	<u>1,525,095</u>	<u>(1,129,912)</u>	<u>2,655,006</u>	(235)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 12/1/2018 Through 12/31/2018

Check Number	Vendor Name	Check Amount	Check Date
12152018	The Huntington Bank - Michigan	83,233.08	12/15/2018
171-799-2305 00	At&T	1,424.71	12/31/2018
1747456	Arrowaste	322.24	12/31/2018
183190000532	Priority Health	132,802.43	12/31/2018
363329	Paychex	112.50	12/19/2018
404111	123.Net, Inc	4,024.00	12/31/2018
616-R10 4031 11	At&T	4,042.37	12/31/2018
6169842022 12	At&T	153.86	12/31/2018
73116	Absopure Water Company	344.00	12/14/2018
73117	All Season Lawn Care	1,827.00	12/14/2018
73118	Ambrose	1,580.83	12/14/2018
73119	American Library Association	52.00	12/14/2018
73120	Anjie Gleisner	7.99	12/14/2018
73121	Ashley Smolinski	106.18	12/14/2018
73131	Baker & Taylor	35,744.66	12/14/2018
73132	Barbara Heisler	9.00	12/14/2018
73133	Beene Garter LLP	500.00	12/14/2018
73134	Blackstone Audio Inc	2,849.87	12/14/2018
73135	Caledonia Women'S Club	48.00	12/14/2018
73136	Center Point Publishing	153.99	12/14/2018
73137	Child'S World	1,884.88	12/14/2018
73138	City Of Grandville	350.00	12/14/2018
73139	Data Strategy, LLC	27,951.92	12/14/2018
73140	DK Security	1,639.90	12/14/2018
73141	Elizabeth Guarino-Kozlowicz	12.98	12/14/2018
73142	Employment Screening Resources	90.00	12/14/2018
73143	Everstream Holding LLC- Michigan	49,500.56	12/14/2018
73144	Findaway World, Llc	25,521.63	12/14/2018
73145	Foster, Swift, Collins & Smith, P.C.	3,895.00	12/14/2018
73146	Gale/Cengage Learning	3,555.64	12/14/2018
73147	Gay Youngsma	123.75	12/14/2018
73148	Genius Phone Repair	3,143.66	12/14/2018
73149	Grainger	203.74	12/14/2018
73150	Grand Rapids Building Services	69.25	12/14/2018
73151	Grand River Signs	1,400.50	12/14/2018
73152	Grass Roots Press	717.00	12/14/2018
73153	Hennie Vaandrager	10.85	12/14/2018
73164	Ingram Library Services Llc	33,610.31	12/14/2018
73165	Interpersonal Frequency	16,362.50	12/14/2018
73166	Jacquelyn Viol	376.58	12/14/2018
73167	Janway Company Usa, Inc.	1,395.22	12/14/2018
73168	Jennifer German	40.00	12/14/2018
73169	Jenny Berglund	15.00	12/14/2018
73170	Julia Hawkins	104.95	12/14/2018
73171	Kaitlin Tang	104.19	12/14/2018
73172	Kris Vogelar	68.93	12/14/2018
73173	Kurt Stroh	100.00	12/14/2018
73174	Lakeland Library Cooperative	10.00	12/14/2018
73175	Laura Powers	174.85	12/14/2018
73176	Legal Shield	304.00	12/14/2018
73177	Lewis Paper	559.60	12/14/2018
73178	Magnusmode Ltd	4,000.00	12/14/2018

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 12/1/2018 Through 12/31/2018

Check Number	Vendor Name	Check Amount	Check Date
73179	Marjory Kopp	21.98	12/14/2018
73180	Michelle Boisvenue-Fox	140.21	12/14/2018
73181	Michigan Education Directory	107.00	12/14/2018
73192	Midwest Tape	21,290.82	12/14/2018
73193	Mind Over Marketing, LLC	100.00	12/14/2018
73194	Mlive Media Group	593.00	12/14/2018
73195	Nationwide	590.30	12/14/2018
73196	Pam Spring Advertising, Llc	380.00	12/14/2018
73197	Penguin Random House, Llc.	402.00	12/14/2018
73198	PLIC - SBD Grand Island	2,586.95	12/14/2018
73199	PM Engraving Company	34.55	12/14/2018
73200	Presidio Networked Solutions Group, Llc	9,206.85	12/14/2018
73201	Randall Goble	498.11	12/14/2018
73202	RECORDED BOOKS, INC	562.61	12/14/2018
73203	Reilly Brady	174.85	12/14/2018
73204	RNL Graphics Solutions, LLC	1,913.00	12/14/2018
73205	Rotary Club Of Grandville / Jenison	130.50	12/14/2018
73206	Same Day Delivery, Inc	4,338.00	12/14/2018
73207	Sandy Graham	361.54	12/14/2018
73208	Sirsidynix	126,050.09	12/14/2018
73214	Staples Business Advantage	5,902.12	12/14/2018
73215	Susan Erhardt	26.97	12/14/2018
73216	SWANK Movie Licensing	899.00	12/14/2018
73217	TASC	506.62	12/14/2018
73218	Team One Repair, Inc.	31,500.00	12/14/2018
73219	Trivalent Group, Inc-Systems Division	14,659.00	12/14/2018
73220	Troost Service Company	42,915.00	12/14/2018
73221	Uline Shipping Supply Specialists	159.64	12/14/2018
73222	US Postal Service	116.00	12/14/2018
73223	Vanessa Walstra	139.68	12/14/2018
73224	Walgreen Co	474.00	12/14/2018
73225	Weston Woods	4,961.11	12/14/2018
73226	World Book, Inc.	3,728.00	12/14/2018
73227	Yuko Roberts	7.42	12/14/2018
73228	616 Amusements LLC	1,850.00	12/21/2018
73229	ABDO-Spotlight-Magic-Wagon	3,538.90	12/21/2018
73230	Absopure Water Company	27.00	12/21/2018
73232	ACS Michigan	5,306.81	12/21/2018
73233	Alex Beesley	12.99	12/21/2018
73234	Angela Culp	24.98	12/21/2018
73243	Baker & Taylor	28,419.45	12/21/2018
73244	Banner Life Insurance Company	3,740.99	12/21/2018
73245	Bayscan Technologies	11,542.00	12/21/2018
73247	Blackstone Audio Inc	1,717.24	12/21/2018
73248	Brodart	156.25	12/21/2018
73249	Bruce R. Lillie P.C.	164.50	12/21/2018
73250	Cadillac-Wexford County Public Library	11.13	12/21/2018
73251	Capstone Press, Inc	4,703.99	12/21/2018
73252	CDW Government, Inc.	14,794.70	12/21/2018
73253	Center Point Publishing	471.57	12/21/2018
73254	Chang Liu	630.77	12/21/2018
73255	Cheryl Cammenga	20.00	12/21/2018

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 12/1/2018 Through 12/31/2018

Check Number	Vendor Name	Check Amount	Check Date
73256	Christopher Wilson	3,680.30	12/21/2018
73257	Citizens Insurance Company	5,555.00	12/21/2018
73258	Clare O'Tsuji	38.32	12/21/2018
73259	Comcast Cable	165.90	12/21/2018
73260	Comerica Bank	10,991.03	12/21/2018
73261	Dan Anderson	850.00	12/21/2018
73262	Dawn Heerspink	133.76	12/21/2018
73263	DK Security	395.50	12/21/2018
73264	Dymaxion Research Ltd	3,408.00	12/21/2018
73265	Findaway World, Llc	1,618.99	12/21/2018
73266	Fishbeck, Thompson, Carr & Huber, Inc	7,400.00	12/21/2018
73268	Gale/Cengage Learning	3,918.03	12/21/2018
73269	Gordon Water Systems	133.35	12/21/2018
73270	Grainger	53.95	12/21/2018
73271	Grand Rapids Business Services	430.00	12/21/2018
73272	Greatamerica Financial Svcs.	3,923.50	12/21/2018
73273	Heart Of West Michigan United Way	104.50	12/21/2018
73274	Holland Litho Printing Services	6,033.82	12/21/2018
73275	Hoogerhyde Safe & Lock, Inc	93.00	12/21/2018
73292	Ingram Library Services Llc	64,317.67	12/21/2018
73293	IP Consulting, Inc.	1,050.00	12/21/2018
73294	J.Appleseed/Creative Library Sales	11,505.30	12/21/2018
73295	Joshua Bernstein	11.96	12/21/2018
73296	Kaitlin Tang	50.00	12/21/2018
73297	Kathy Hagan	8.95	12/21/2018
73298	Kris Vogelar	13.76	12/21/2018
73299	Kurt Stevens	53.73	12/21/2018
73300	Lake Michigan Credit Union	342,815.00	12/21/2018
73301	Lake Michigan Credit Union	10.00	12/21/2018
73302	Lasers Resource	3,898.17	12/21/2018
73303	Lauren Outman	4,353.75	12/21/2018
73304	Legal Shield	304.00	12/21/2018
73305	Lerner Group	2,278.40	12/21/2018
73306	Lewis Paper	488.83	12/21/2018
73307	Library Ideas, Llc	319.60	12/21/2018
73308	Michelle Boisvenue-Fox	574.92	12/21/2018
73309	Michigan Office Solutions (MOS)	1,952.40	12/21/2018
73320	Midwest Tape	27,422.49	12/21/2018
73321	Mlive Media Group	374.98	12/21/2018
73322	Morgan Hanks	32.80	12/21/2018
73323	Nathan Piela	11.24	12/21/2018
73324	Nationwide Trust Company, FSB	1,000.00	12/21/2018
73325	Navex Global Inc.	6,409.42	12/21/2018
73326	Noordyk Business Equipment	1,437.14	12/21/2018
73327	Office Depot	948.96	12/21/2018
73328	Pat Ackerman	10.00	12/21/2018
73329	Penguin Random House, Llc.	837.00	12/21/2018
73330	Peter Bromberg	871.47	12/21/2018
73331	Plymouth Rocket, Inc.	650.00	12/21/2018
73332	PM Engraving Company	65.55	12/21/2018
73333	Presidio Networked Solutions Group, Llc	877.50	12/21/2018
73334	Randall Goble	86.46	12/21/2018

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 12/1/2018 Through 12/31/2018

Check Number	Vendor Name	Check Amount	Check Date
73335	Rebecca Keller	150.00	12/21/2018
73336	RECORDED BOOKS, INC	1,548.27	12/21/2018
73337	Reilly Brady	5.00	12/21/2018
73338	River Rapids District Library	23.99	12/21/2018
73339	Rivkah Sass	504.81	12/21/2018
73340	Robert Half Technology	2,348.34	12/21/2018
73341	Sabopr	982.55	12/21/2018
73342	Same Day Delivery, Inc	7,230.00	12/21/2018
73343	Sarah Ann Weller	76.77	12/21/2018
73344	Shari Piccard	5.70	12/21/2018
73345	Shirley Bruursema	57.25	12/21/2018
73346	Specialty Vehicle Services Llc	3,725.00	12/21/2018
73347	Stephanie Jackson	50.00	12/21/2018
73348	Joanna Hogan / Strategic Fundraising Coach	3,500.00	12/21/2018
73349	Sullivan Label & Packaging	217.00	12/21/2018
73350	Susan Erhardt	63.88	12/21/2018
73351	Tanis Trucking Company	368.59	12/21/2018
73352	TerHorst & Rinzema Construction Co.	11,995.00	12/21/2018
73353	CHZ Enterprises, LLC / The Cheese Lady	1,749.46	12/21/2018
73354	For G Enterprises, LLC / The Crushed Grape	669.00	12/21/2018
73355	Town & County Technologies	2,451.99	12/21/2018
73356	Traction Consulting Group	6,341.48	12/21/2018
73357	Trivalent Group, Inc-Systems Division	262.50	12/21/2018
73358	Tuff Cover	1,897.25	12/21/2018
73359	Ty Papke	74.85	12/21/2018
73360	UAW Local 2600	1,764.78	12/21/2018
73361	Unique	7,039.19	12/21/2018
73362	Vertigo Music	10,453.50	12/21/2018
73363	Walgreen Co	120.00	12/21/2018
73364	Warner Norcross & Judd Llp	565.00	12/21/2018
73365	West Michigan Office Interiors	1,979.00	12/21/2018
73366	Weston Woods	17,040.88	12/21/2018
73367	Wolverine Printing Company	642.10	12/21/2018
73368	World Book, Inc.	9,990.00	12/21/2018
9817535503	Verizon Wireless - MiFy Routers & Cell phones	2,696.62	12/31/2018
9817535504	Verizon Wireless - Hot Spots and Service	6,026.45	12/31/2018
9817573973	Verizon Wireless - Router and Data Services	83.12	12/31/2018
Elec MC 12-2018	Consumers Energy	874.17	12/31/2018
Elec SC 12-2018	Consumers Energy	3,296.96	12/31/2018
RIS0002067387	Delta Dental Of Michigan	299.49	12/31/2018
Report Total		1,432,384.63	

BRANCH UPDATES

Libraries make an impact on patrons' lives, so branch managers were asked to share their biggest impact story for 2018.

• GAINES

Clare O'Tsuji, Youth Parapro at Gaines, has been doing Lit Lunch at Valleywood Middle School for about a year now. She started by taking a few books with her, along with Mobile Circulation equipment, and started issuing student outreach cards to the kids at the school. Clare has established a wonderful partnership with the school's media specialist and has worked very hard to grow the program. Clare now packs several bags of books into her tiny car when she visits the school. Now that all kids at the school have received Library Card Challenge cards, even more students are borrowing library materials and participating in the program. During her last visit to the school, over 90 books were checked out by students. The program is so popular that extra staff may also join Clare to help facilitate the checkout process. Some of the teens from these outreach visits have also begun to visit the library on a regular basis and are attending the teen programs at the library.

• KENTWOOD

The biggest impact the Kentwood Branch has on the community is made by being open to everyone and having a space for people to do work, play, study or meet. Kentwood received a thank you note from a patron in November that said, "Your library (you and your staff) have been especially helpful to our caregiving company. We are quite small and our business is in our home. That makes it difficult for us to meet all together. Your library has been very helpful as you provide a beautiful free place for us to meet. The bonus is that the women who work for us can bring their kids to the library while they are in the meeting! Many places, even libraries, make it difficult for us to find a place to meet due to cost, or rules regarding the location of our business. I understand those rules, but I am THANKFUL your library is so accommodating." - Jonay Casares, Manager of Your Life, LLC.

• KELLOGGSVILLE

At Kelloggsville, the greatest impact in the first year has been on the students who use the library daily. Staff are able to work with students after school and share materials that may not have been available to them before their school library became a public library. During one afterschool visit, a young girl asked a staff member for a book with someone in it who "looked like her." Staff were able to locate and recommend several popular titles of books that featured teen African American girls. The girl looked them over carefully and eventually checked out *The Hate U Give* by Angie Thomas. Letting the students know that the library is a safe and welcoming place for anyone has been noticed and appreciated by the students. During Trans-Visibility week, staff created a display of Trans literature. It set the tone for students to recognize that the branch is a public space and a safe space for them to meet and discuss any issues they may have. The Genders & Sexualities Alliance (GSA) at the school made staff a card of appreciation letting them know that their efforts were noticed.

• KRAUSE MEMORIAL

Krause recently received a note card from a parent that said, "Hello! I wanted to take a minute to let you know how much I appreciate your staff. My son & his friends come to the library almost every day after school. Your staff has been welcoming & give these kids a safe, quiet place to unwind and socialize. Please let them know how they are making a difference with every interaction with these kids. You and your staff's kindness means so

much to me. Thank you!" - Nancy Campbell

This note demonstrates that people are taking note of the kindness, empathy, and love that staff show to patrons. Krause staff are very patient and understanding of the afterschool crowd. Staff want them to be at the library and strive to make connections with them. Staff want to encourage them to continue to be library users and library supporters into adulthood. When Branch Manager Jennifer German read the note aloud in the daily huddle, staff were especially touched to know that their kindness is being noticed.

• NELSON / SAND LAKE

In April of 2018, Nelson staff created a display for Trans Visibility Week. The Nelson Township and Sand Lake communities tend to be on the conservative side, so staff were a little worried about how the display would be perceived by the community, and expected some push back. Instead, staff had an amazing interaction with a young teen. The teen heard about KDL's displays from the GR Trans Foundation and came specifically to look for the display at the branch. She was so happy to discover that there were "books about me," so thrilled there was a display highlighting Transgendered Individuals – she left with a stack of books and a list of titles for further reading.

While staff had many different impactful events in 2018, this one is highlighted because it impacted a young patron, who discovered books that she could relate to, and showed her that she was welcomed in the library, moving her towards becoming a life-long patron. This was also highlighted because the experience really impacted staff, and changed staff expectations of how the community would react to this topic. There are so many big initiatives that KDL supports that make a difference to patrons and communities that sometimes the little day-to-day impacts can get lost in the shuffle. This was a little day-to-day impact with a lot of heart and emotion on the part of both the patron and the staff.

• PLAINFIELD



Plainfield Staff 2018

2018 was full of high points and positive experiences, both inside and outside the library building, and they were made possible because of the relationships that were developed and nurtured by library staff. The biggest impact of 2018 for the Plainfield branch wasn't just one single event, but rather, one shared goal that the Plainfield team focused on throughout the year. The goal was to build relationships both with patrons and within the team so staff could provide access to library materials and outstanding services to the community. Looking back on 2018, the success of the goal was apparent through the amazing highlights, events, projects, and interactions staff had with the community.

Community Programs: One of the most impactful Programs at Plainfield was Sit 'N' Stitch on Tuesdays from 1pm to 3pm. This on-going, non-presenter-led program may be an under-the-radar program to some, but the group of participants who attend are so dedicated to the library and each other. Sit 'N' Stitch provides the means for individuals to come together, get to know one another, and create lasting relationships. Each week, this group meets at the library to catch up, share what they are working on, and spend time together in the living room area of the library. The library has become their gathering space.



Marty with a cheesecake for the team

Patrons: Staff worked with individuals and families inside the library, as well as out in the community through events like school outreaches, senior center visits, and community programs. Staff worked at truly listening to patrons and their needs, and in return now have a wealth of relationships. One stand-out example of this impact was with Plainfield patron Marty. Several staff members joined in helping him create and finalize advanced care directives during his visits to the branch. Staff were able to help Marty achieve his goal, and staff were thankful to be able to assist him with these important life occasions. The library is the place where resources and relationships come together to achieve greater outcomes.

Building: One of the biggest impacts of 2018 was a gift from the Plainfield Friends Group to the library of a new digital sign. Because of the strong relationship between the library and the Plainfield Friends Group, they were able to work together to purchase and install a digital sign that showcases library programs, Friends Book Sale dates, and important information for the community. The digital sign has allowed staff to share the many exciting offerings the library has, and new audiences have been gained that were previously not able to be reached.



New Digital Sign on 5 Mile

• SPENCER

As the Spencer library looks back on 2018, there are so many memorable moments and events. One that stands out most to staff is the first-ever Kickoff to Summer Reading Carnival hosted on Saturday, June 2, 2018. This momentous occasion was made possible through an Innovation Grant awarded to the Spencer library by the KDL Innovation Award, and support from the Spencer Friends of the Library. The goal of this event was to increase the number of Spencer Summer Reading Club participant completers by 10% from the previous year, and staff are so proud to say that the goal was met. The carnival was a huge draw to the library, teen volunteers, and Friends members. Library staff mingled in the crowd sharing library information and providing Summer Reading logs. This was the first event of its kind in the area, equipped with a bouncy house, carnival games, cotton candy, and a water table. Staff met new residents, connected with regulars, and reconnected with families that have not been to the library in a while. The carnival was a community party and staff were able to spend quality time with patrons while promoting the resources and events offered at the library.



Spencer Staff 2018

There were so many other highlights in 2018 – the delivery of the new outdoor drop bin, Yoga Storytimes on Thursday evenings, the Spencer Community Garden space – just to name a few. Everyone at the Spencer library gives thanks to the community, township, and KDL for the wonderful year.

• TYRONE

For years, staff at the Tyrone Township Library had wanted to host the Ruff Readers program during the summer. Sadly, every time Branch Manager Liz Knapp had requested the program, she found that there were no handlers in the Tyrone Township area. This July, however, the entire staff was thrilled to find out that Nala and her handler, Sandee, offered to present the Ruff Reader program at the Tyrone Township Branch.

Nala and Sandee were committed from the start and visited Kent City Elementary to help kick off the Summer Reading program. Right after the visit, kids from the school flocked to the library to tell staff how excited they were to read to Nala! While it was fun to see kids who came to the library just to read to Nala, the most rewarding experiences involved patrons who happened to be using the library when Nala visited. Liz remembers many wonderful patron experiences related to this program, but two stand out. The first was early on in the program, during a visit from a group home of differently-abled adults. One patron asked Liz to help him find a book on history that he could read to Nala. It was heartwarming to watch the young man and his friends meet



Nala enjoying a story

Nala, and relate to her, as Nala is also differently-abled. Sandee kindly explained that Nala has three legs, having lost a leg as a puppy. Later on in the program, one little boy was very shy about trying to read to Nala, and even said he couldn't read. Despite his fears, once he was sitting in front of Nala, he read beautifully, and seemed to grow in confidence with the longer he spent reading to Nala. Due to the success of this program, Sandee and the school media specialist Sara Schutt have talked about bringing Nala to the elementary school in 2019 to help kids with their reading! Tyrone staff hope to have this wonderful program again next year.

• WALKER

At Walker there is a small but growing group of immigrant families that have started attending the Monday night storytime programs over the past year. They have found the library to be a welcoming and supportive environment to meet and network with other young families who may also be dealing with issues related to a new culture and language. One young storytime participant was a preschool age boy whose immigrant parents were concerned about his non-verbal behavior. He was not speaking or interacting with other children or adults and they feared a developmental delay. The evening storytime program provided him with the opportunity to learn, grow, and interact with other children, as well as with the staff, while his comfort level and confidence steadily increased. The change seen in this child after several months of participation was noteworthy. He is now interacting in the program with excitement and joy; he is highly verbal and engages with the storytime group regularly. The entire family has benefited from their attendance and they look forward to continuing to strengthen the bonds they have formed with the library, its staff and other storytime attendees.

• WYOMING

Sometimes the most impactful stories happen outside the library while doing outreach or working with school partners. At Godwin Middle School, a Wyoming Youth Staff member facilitates book discussions and finds it hard to measure if what is being said truly makes a difference. Since the last book discussion, she has personally seen over ten students come in to open library cards and ask for books that she spoke about at their school. They came in with crumpled handouts of the selected titles. They were able to check out the highlighted books, and she was able to show them more read-a-likes, and even give a small tour of the library to a mother and daughter. Ten students doesn't seem like a lot, but it felt like a small miracle to her and to the teachers at Godwin!

Another favorite Wyoming story happened at Wyoming High School when staff visited the school with the Community Reads author Sandra Uwiringiyimana. Students had been reading her memoir in preparation for the visit. In her book, Uwiringiyimana shares the journey in which she survives a brutal massacre in the Democratic Republic of Congo. Her sister and many members of her tribe were murdered and she has become a courageous advocate for her tribe and refugees everywhere. Her story was inspiring to the over 300 students who read the book and they were eagerly looking forward to her visit. As soon as staff arrived, one of the teachers spoke of a young girl who was particularly eager to meet Sandra. The student was a member of Sandra's same tribe and had also fled the country because of the continuing violence. Sandra looked into the crowd of students and picked her out immediately. The student never took her eyes off of Sandra during her talk and was able to meet her at the end of the presentation. To find someone who understood and shared her story meant the world to the student.

BUILDING UPDATES

• AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER

In November, KDL received the update on the Amy Van Andel Library and Community Center; MLive and Penni Zurgable reported that the Ada Township Board voted to move the site to the north side of Headley. The board approved investigating the cost of the move only. They did not actually put the move itself to a vote. There was a special Ada Township Board meeting on December 17 in which Progressive A & E presented conceptual drawings for the site on the northern side of Headley, with corresponding increases necessary for the preparation of the site and the new design concept. The Board was enthusiastic about some of the proposed interior features including an atrium, but there were a few reservations about the proposed exterior. Trustees also were optimistic about raising additional funds for the move, but are asking the Funding Committee to make that determination and report back to the Board as soon as possible.

Additionally in December, George Haga of Ada Township, Jim Ferro of Ada Township, Brian Hilbrands of Ada Township, Lindsey Dorfman of Kent District Library, Penni Zurgable of Kent District Library, Scott Rantala of JLL, Mark Custer of Custer, Ken Brandsen of Progressive AE, and Melissa Malburg of Progressive AE were given a high-level tour of Steelcase showroom as it relates to library and community center furniture possibilities.

• WALKER

KDL and Walker are waiting for a draft set of plans and concepts for the space needs study from FTCH that they are currently finishing up. They are hoping to have it sometime this week, and once it is received the steering committee will reconvene to look over the space needs plans. Another piece of the puzzle that the City is still examining is how a community center might fit in with the library, or if they should be two separate buildings.

WHAT'S GOING ON AT KDL

• KDL SERVICE AND MEETING CENTER

The Building Committee worked with Via Design to come up with an initial layout proposal. Missy Lancaster met with each of the Leadership Team members to get feedback. Leadership Team members have also asked their staff for feedback. Staff were able to look at different types of office furniture solutions to gauge what they would feel most comfortable with in regards to wall heights and privacy between desks. Feedback will be taken back to Via Design

• LIBRARY OF THINGS

The Library of Things has been described to organizations KDL is networking with as a community center and maker space that will be determined by the community KDL decides to pursue. Further conversations with

Grand Rapids Area Black Businesses and UCOM (United Church Outreach Ministry) have continued to reinforce location, the need to focus, an emphasis on fluid resources (so a need to pay attention to sustainability), as well as a need to build this project with the community. Another bi-product of these meetings are people who are networking for the library, an organic building of partners who want to be involved. Sara and Michelle have learned so much from these conversations.

• **WORKFORCE DEVELOPMENT MEETINGS**

A new conversation with a mover and shaker at Grand Rapids Public Schools helped direct some wording usage to make the Career Online High School program make more sense in the spectrum of services already offered in the county. In addition, further contacts were given that would help get the word out about the program in 2019.

• **FEEDING AMERICA PARTNERSHIP**

Four branches will offer this summer program, providing lunches to the community. They include: Comstock Park, Kelloggsville, Kentwood and Nelson Township/Sand Lake. Staff will begin training in Spring 2019 so they are ready for the summer. Training and support is provided by Feeding America.

KDL will be providing a support letter to Feeding America to help encourage other libraries in the state to offer a similar food program in the summer months.

• **BOOKMOBILE UPDATES**

The month of December was full of eventualities that needed to be managed. Since the bookmobile was built and delivered in such short time, not all of the systems were tested as thoroughly as normal. This created a number of issues that, combined, made daily operation very frustrating. The bookmobile consultant traveled to Grand Rapids to evaluate what needed to be fixed. His visit was very productive and staff are pleased to see progress both in the understanding of the systems and the functioning of the vehicle. Multiple items were requested from the manufacturer and at the time of this report, they have all arrived.

An incident report was entered during a parade for the City of Kentwood. The accident happened while one of the operators turned left inside a city building. The turn was not wide enough due to space restrictions and a pole damaged the side of the bookmobile. This is scheduled for repair during winter break in February.

• **IMMIGRANT INITIATIVES**

Pictured Library Card: There is still a lot of interest from community members and organizations. Staff held a meeting with community organizers who wanted to understand how this would look if KDL decided to move forward. Michelle and Lance met to clarify the role of KDL and speak about next steps.

Books for Displaced Children: The partnership will continue, and KDL has recruited one volunteer to help on Wednesdays. The work in this particular outreach is very hard and very beautiful. To see the resilience and hope of these children humbles staff every time.

Language Accessibility Initiatives: The conversation expanded to Language Services agencies who are interested in taking part in this initiative. Three agencies have been contacted so far: Liaison Linguistics, Hispanic Center and Interpreters Worldwide Network

Bookmobile: The bookmobile will continue to visit Bethany ESL classes, and the partnership is becoming fully established. Patrons are getting used to the visits, bringing their books back and enjoying the interaction.

• NEW VINYL COLLECTION

The Plainfield branch has a target date of February 1 to start circulating approximately 250 vinyl records. Brad Allen has been working on bringing over as many available vinyl bibliographic records from the cataloging utility Skyriver into SirsiDynix Workflows. Brad brought in 300 vinyl bibliographic records from SkyRiver that can be used to attach item records. 200 vinyl records from SkyRiver will need their bibliographic records enhanced before being brought over into the public catalog. 300 vinyl records were not found in SkyRiver, and will need original cataloging. *Additional vinyl titles were included in the initial purchase for the seven branches offering the vinyl collection in 2019.*

• CLOUDLIBRARY DIGITAL COLLECTION

Year-End Purchasing

Ali Kuchta's main focus in December was on spending the remaining \$120,000 for digital content in cloudLibrary. She purchased suggested materials, STEAM related materials, titles to help with early literacy, items in Spanish, popular Great Courses on audio, backlist eAudiobooks for popular authors, popular Pay-Per-Use items, and graphic novels.

Staff Using a Demo to Work with New App

Before the holidays, staff were given demo accounts so they could work through a training checklist to test out the new user interface and features. Patrons will be getting an email notification of this updated app in January. Plans are to turn on the new app on January 23. So far feedback has been positive on the new interface, which has been a big complaint source from patrons since moving to cloudLibrary in December 2018.

Statistics from Bibliotheca (December)

- New Patrons: **825**
- Checkouts on the cloudLibrary: **59,483**
- Pay Per Use Checkouts: **9,093** (Avg. cost per Checkout \$2.54)
- KDL Patron cloudLink Checkouts: **5,195**
 - (Clinton-Macomb/East Lansing/Muskegon Area/Rochester Hills/Kalamazoo/Chesterfield Township/Salem-South Lyon District Library/Farmington Community Library)
- Total Circulation: **73,771** (Checkouts, PPU and cloudLink)

Note: The average time for holds to be filled was 18.90 days in December thanks to the extra funds given to Collection Development. It was partially spent on improving customer service and getting more copies to fill holds.

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

Note: December statistics for OverDrive reflect the few weeks the collection was active before turning it off.

KATIE KUDOS

BRAD ALLEN (Collection Services) - nominated by Graham Lawcock because, "Brad speaks Swahili and was able to call a user and speak to them about their library account. Thanks Brad! That was incredible!"

MELISSA ENGLISH (Krause Memorial) - nominated by the Shannon Vanderhyde because, "She has fit into our wacky team seamlessly, taking on many tasks without being asked. We are so happy have her!"

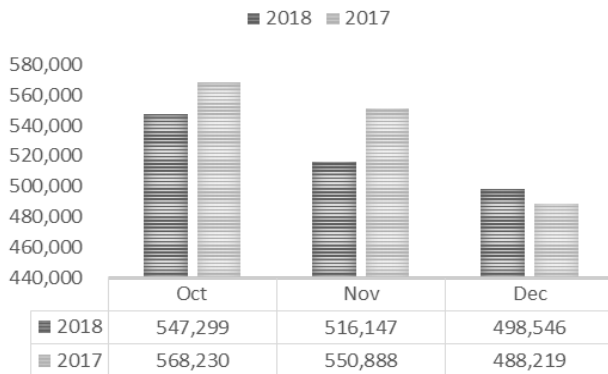
KATIE MITCHELL (Tyrone Township) - nominated by Vivi Hoang because, "We got more than 1,300 entries to our Write Michigan short story contest this year -- a whopping 46% more than last year. Katie volunteered to review stories in both our Youth & Teen categories and took care of her reviews early on. Because of that, when I found myself in a crunch with a number of stories that still needed reviews, I reached out to Katie asking if she'd be open to taking on more. She cheerfully agreed and ended up reading 57 stories in total – more than any other Write Michigan reviewer. You're a star, Katie! Thank you so much for your help!"

Katie Kudos

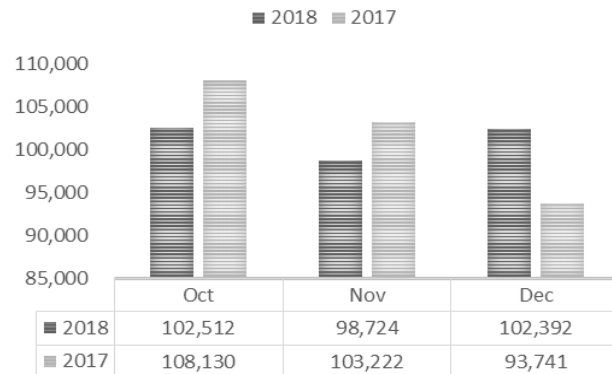


QUARTERLY STATS + 2018 REVIEW

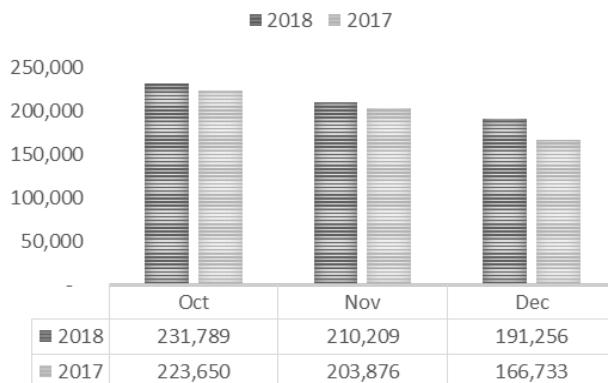
PHYSICAL CIRCULATION FOURTH QUARTER



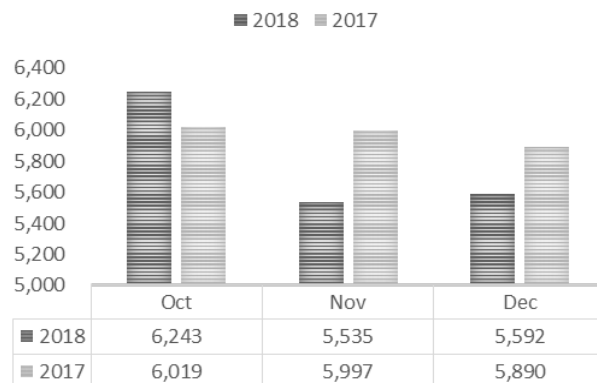
DIGITAL CIRCULATION FOURTH QUARTER



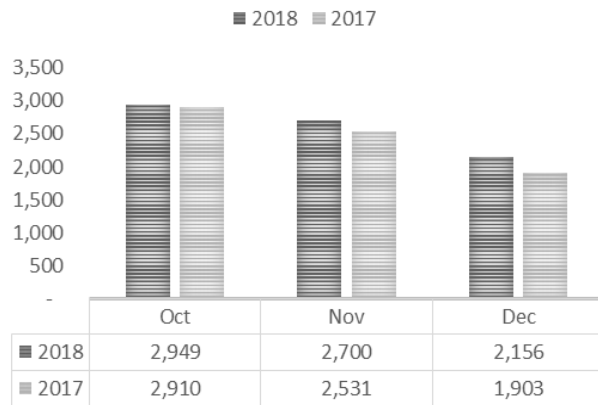
BRANCH VISITS FOURTH QUARTER



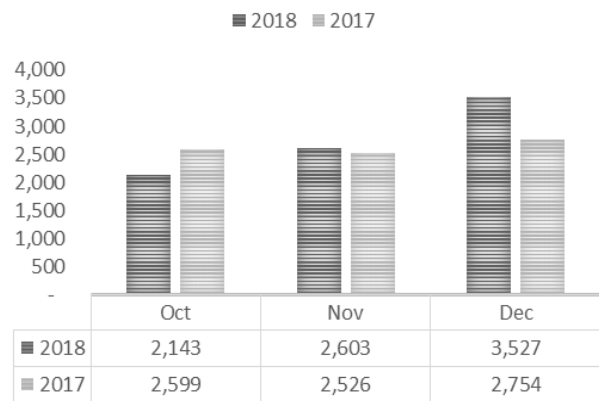
LBPH CIRCULATION FOURTH QUARTER



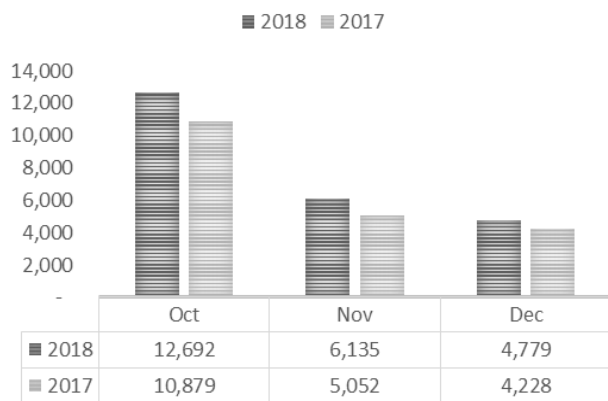
MEL: BORROWED BY KDL FOURTH QUARTER



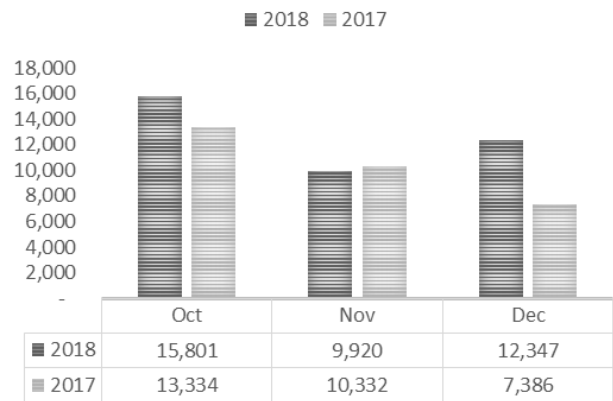
MEL: LOANED BY KDL FOURTH QUARTER



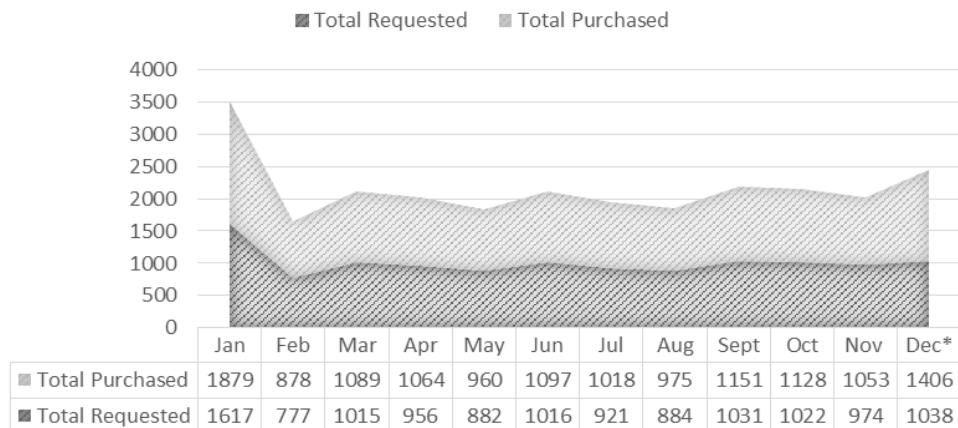
OUTREACH ATTENDANCE FOURTH QUARTER



PROGRAM ATTENDANCE FOURTH QUARTER



2018 PURCHASE REQUESTS



* Collection Development is unable to purchase physical materials during the month of December due to a Finance Department request. However, suggestions are purchased for cloudLibrary because items are received immediately.

• 2018 HIGHLIGHTS

- Kelloggsville Branch launch
- New Bookmobile launch
- Bookmark Assessment Tool launch
- Surpassed Summer Reading Goals
- A successful 2nd Annual SuperPartyWonderDay
- Revitalization of our Marketing/Communications and Fund Development Departments
- Media Sanitizer prototype built and delivered to the Service Center
- Director Werner named Library Journal's Librarian of the Year for 2018
- Director Werner named to the slate for the ALA 2020-2021 Presidency

STAFF + PATRON RESPONSE STORIES

• **ALPINE** – “I told a regular patron about the Gingerbread Lane program when she came in one day. She said that they loved coming every year, but it was her daughter's birthday that day, so she didn't think they were going to come. They came! She told me her daughter still wanted to come out and do Gingerbread and Reindeer on her birthday. She was all dressed up in a pretty green velvet dress. They hadn't even gone out to do her birthday celebration yet, so we sang happy birthday to her. They had a lot of fun.”

• **CALEDONIA** – “It was an amazing month of programs. We hosted Katie L's workshop, a craft and play program for kids, every Mon/Wed/Fri in December. It was a huge hit with kids, and so many parents, grandparents and daycare providers commented on how nice it was to have a program to look forward to. Care givers also enjoyed the coffee and tea we provided, as well as the fact that we offered messy crafts!

“We hosted our Gingerbread Lane program last night and had a family with 3 generations present. Grandpa said it's been a tradition since his grandkids were little. He thanked us for offering this fun opportunity.”

• **EAST GRAND RAPIDS** – “On the first snow day of the school year, a kindergartener and her mom used the opportunity to come to the library to get her first library card!”

• **ENGLEHARDT** – “Lowell patron was putting up ten things he was thankful for during the Christmas season. This was one of them: #6 Kent District Library - Englehardt/Lowell Branch and reading! It is wonderful to have such an amazing resource right in our town. My girls absolutely love to go to the library and scour the shelves looking for the perfect book to read at home. And now my oldest is starting to read on her own and I can't wait for that to happen because there is nothing that she won't be able to learn and explore through books!”

• **SERVICE CENTER** – “While going through old patron incident reports in our files, I discovered a report from the mid-2000s that made me think about the way KDL approaches service to our patrons. In it was a letter from a young man describing his home life. He talked about his parents, who were angry and uncaring, and said that the library was the only place he felt safe and free to explore his interests. A decade ago, KDL banned him for repeatedly spending too much time on the computer. Even though he wrote us a letter describing a difficult situation that was made better by his time in the library, we told him that he couldn't use the library because he broke our rules.

For the rest of the day I kept thinking about that young man and how he would be treated if he wrote us that letter today. If this had happened last month, the patron would not have had to write his letter in the first place. There are several reasons for that, including that KDL has since relaxed our rules for computer use, but the most important thing – the thing that would have made all the difference – is the way we treat our patrons.

If that young man had come to the desk to ask for more time last week, he would get it. If he continued to ask for weeks and weeks, spending more and more time in the library, he would begin to build a relationship with staff. One day, he might come in and find that all the computers were in use. When he would look around, distressed, staff would ask what he needed to do and if they could help. And he might tell them his story. He would have the chance to talk with people he knows care about him, and for someone enduring what he was at home, that can make a world of difference.

I am proud to work for a library system that strives to see the whole person, not just a difficult customer or a person who breaks that rules.” – Julia from Admin

UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., Feb. 21, 2019	4:30 PM	KDL Plainfield Branch
KDL Regular Board Meeting	Thurs., March 21, 2019	4:30 PM	KDL Service Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Wed., Feb 20, 2019	1:00 PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
ALA Midwinter Conference	Jan 24-30, 2019	All Day	Seattle, WA
MLA Spring Institute	March 27-29, 2019	All Day	Bay City, MI
KDL All Staff Meeting	May 3, 2019	8:30-4:30	Frederik Meijer Garden
ALA Annual Conference	June 20-25, 2019	All Day	Washington, D.C.
MLA Annual Conference	October 16- 18, 2019	All Day	Novi, MI

NEW APPOINTMENTS	POSITION	EFFECTIVE
Jacque Hobson	Substitute Information Staff	January 3
Aislynn Wallace	Substitute Circulation Assistant	January 3
Keeva Filipek	Substitute Circulation Assistant	January 3
Nancy Ruiz-Calderon	Substitute Circulation Assistant	January 3
Chloe Henshaw	Substitute Circulation Assistant	January 18

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Jackie Richards	Substitute Circulation Assistant	Circulation Assistant – Kentwood	December 31
Hollie Bellinger	Substitute Circulation Assistant	Circulation Assistant – Wyoming	January 7
Anna Swanson	Substitute Circulation Assistant	Circulation Assistant – East Grand Rapids	January 7
Lisa VanKampen	Substitute Circulation Assistant	Circulation Assistant – Grandville	January 14
Andy Galloway	Patron Services Associate – Service Center	Substitute Information Staff	January 18

DEPARTURES	POSITION	EFFECTIVE
Dawn Christensen	Circulation Assistant – Grandville	December 28
Nancy Mulder	Branch Manager – Comstock Park	March 1

OPEN POSITIONS	TYPE
Shelver – Cascade	Part-time
Shelver – Plainfield	Part-time
Shelver – Wyoming	Part-time
Circulation Assistant – Wyoming	Part-time
Outreach Specialist – Service Center	Part-time
Patron Services Associate (2 positions)	Part-time

EMPLOYEE ANNIVERSARIES (FEBRUARY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Cheryl Cammenga	Kentwood	39 years
Andrew Parling	Wyoming	23 years
Lynda Austin	Englehardt	15 years
Megan Versluis	Collection Services	11 years
Maureen Lovewell	Grandville	9 years
Nicole Seif	Cascade	4 years
Anna-Marie Boss	Wyoming	3 years
Tina Cornwell	Krause Memorial	3 years
David Specht	Communications	3 years
Katie Mitchell	Tyrone Township	2 years
Gayle Poertner	Sub Info Pool	2 years
Sadie Burgher	Sub Info Pool	1 year
Kathy Cheney	Sub Info Pool	1 year
Julie Cook	Wyoming	1 year
Laura DeJong	Sub Info Pool	1 year
Jessica McLeod	Englehardt	1 year
Andrea Puskas	Nelson Township/Sand Lake	1 year
Kaleigh Ritchie	Sub CA Pool	1 year
Jessine Van Lopik	Wyoming	1 year
Elizabeth Zandstra	Sub Info Pool	1 year

BOARD OF TRUSTEES ATTENDANCE

2019

(X = Present)

	SHIRLEY BRUURSEMA	ANDREW ERLEWEIN	SHERI GILREATH- WATTS	ALLIE BUSH IDEMA	CHARLES MYERS	TOM NOREEN	CAITIE S. OLIVER	PENNY WELLER
January 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
July 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
September 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Participation via Conference Call or WebEx:

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE



BOARD OF TRUSTEES CONFLICT OF INTEREST STATEMENT

I have read and understand the law pertaining to conflicts of interest (Michigan Compiled Laws 15.321 *et seq.*), which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.

Signature

Date

Printed Name

DISCLOSURES: (Indicate “none” if applicable. Otherwise, please give a brief explanation of the conflict.)



BOARD OF TRUSTEES CODE OF ETHICS

I have read the Kent District Library Board of Trustees Code of Ethics (KDL Policy 5.4), which was provided to me. I understand that the purposes of this code are to increase the effectiveness of the library's decision-making process, to enable library constituents to have confidence in the library's integrity, and to further library goals.

I understand that this code is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature

Date

Printed Name



BOARD OF TRUSTEES

CREDIT CARD AGREEMENT

I, _____, understand in my duties as a member of the Kent District Library Board that I may be issued a Kent District Library credit card for Kent District Library related expenses. I hereby certify that I understand and agree to abide by Kent District Library's policy regarding use of credit cards.

(Please read and initial the following statements)

I acknowledge:

_____ the credit card is to be used for business purposes only.

_____ the credit card must not be used to purchase alcohol.

_____ the credit card is only to be used by the person it was issued to.

_____ I will immediately notify the Executive Assistant if the card is lost or stolen.

_____ the credit card will not be linked to any accounts such as Lyft, Uber, Amazon, etc.

_____ itemized receipts need to be obtained and submitted to the Executive Assistant in a timely manner.

_____ if no itemized receipt is presented I may be required to reimburse KDL for the purchase total.

Signature

Date

APPROVED

KDL Information.
Kent District Library Ideas.
Excitement!

w w w . k d l . o r g

**BOARD OF TRUSTEES
2019 MEETING DATES**

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