



KDL[®]

**BOARD OF TRUSTEES
MEETING PACKET**

02

FEBRUARY 2019

DRAFT



BOARD OF TRUSTEES MEETING AGENDA

LOCATION

KDL Plainfield Branch (2650 5 Mile Rd NE, Grand Rapids, MI 49525)

DATE

Thursday, February 21, 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 – January 17, 2019
 - C. Request for Early Opening of the Krause Memorial Branch on June 1, 2019 to Accommodate the Annual Reading Rocks in Rockford Event.
 - D. Request for Late Opening of the Krause Memorial Branch on June 15, 2019 to Accommodate Rockford's Annual Start of Summer Parade
- VI. Branch Manager Update – Kaitlin Tang
- * VII. Finance Reports – January 2019
- VII. Lakeland Library Cooperative Report
- IX. Director's Report – January 2019
- X. New Business
 - A. Books for Texas Update and Video
 - B. KDL Service & Meeting Center Redesign Update
 - C. KDL Policy Manual – Section 1: Collections and Reference (*First Reading*)
 - * D. Resolution: Amendment 1 to KDL Retirement Plan (*Roll-Call Vote*)
- XI. Liaison Representative Comments
- XII. Public Comments**
- XIII. Board Member Comments
- XIV. Meeting Dates

Regular Meeting: Thursday, March 21, 2019 – KDL Meeting Center – 4:30 p.m.
- * XV. Adjournment

* *Requires Action*

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

DRAFT



**Information.
Ideas.
Excitement!**

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

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

DATE

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

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

BOARD ABSENT: Allie Bush Idema

STAFF PRESENT: Jaci Cooper, Lindsey Dorfman, Randy Goble, Claire Horlings, Brian Mortimore, Laura Powers, Kurt Stevens, Lance Werner

GUESTS PRESENT: Ethan Oliver

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:30 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 – December 20, 2018, Open and Closed Sessions

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

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

VI. FINANCE REPORTS – December 2018

The Director of Finance gave a brief overview of the December cash report and the revenues and expenditures. Cash appears to be up \$3 million. Like the previous months, cash appears to be up higher than it actually is due to outstanding transfers that run behind. Cash is actually up about \$1 million. KDL is 100% through the fiscal year, and revenues are just over budget by approximately \$200k. Expenditures are at 90.3% of budget. Ms. Powers reminded the Board that the budget was planning on using the fund balance, and KDL is closer to 94% of actual revenues. The Finance Department continues to review things and anticipates a few more end-of-year to invoices to trickle in. Last month, Ms. Powers projected that about \$700k would be added to the fund balance, but now she estimates about \$1.3 million. As Finance continues to get better information, she can give a more accurate estimate, but she does not anticipate adding more than \$1.3. Ms. Powers still plans to keep the board apprised, and there will be 2 to 3 more soft closes before the data for the fiscal year is finalized and ready for the audit.

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Lake Michigan Union was the recipient of the largest check this month. The check was for a sum of money was deposited into KDL employees' health savings accounts at the beginning of the year.

The Board requested to receive future check registers that are sorted in descending order of check sum rather than by check number.

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

Support: Supported by Mr. Myers.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted that the regular January LLC Board meeting was canceled due to a lack of agenda items.

VIII. DIRECTOR'S REPORT – December 2018

Director Werner highlighted the 2018 accomplishments from the Director's report and said he was proud of staff for the terrific year KDL had. Director Werner asked for updates to the Board regarding the following:

- Ms. Horlings gave an update on the year-end appeal. Approximately \$35,656 was received including some January donations. 19% of those who were solicited gave a gift, which was great news since the national average of year end appeal donations is between 6 -12%. The year-end appeal funded approximately 83 booster packs. Nearly 41% of donations were received online, which was very encouraging and perhaps indicated a younger donor-base. There were 28 new donors, and Ms. Horlings plans to follow up with new donors and donors who gave gifts for the reading booster packs to continue building relationships with them.
- Ms. Dorfman gave an informal update about the KDL Service Center redesign. The Board discussed storage for the Bookmobile and company vans and what the process will look like as the projects get approved. Ms. Dorfman intends to give a formal presentation to the Board once KDL and Via Design complete their exploratory phase.

The Board asked questions of staff and staff responded.

IX. NEW BUSINESS

A. Conflict of Interest Statements and Board Code of Ethics

The Board signed the Conflict of Interest Statement and the Board Code of Ethics Form for 2019 and gave signed copies to Executive Assistant Jaci Cooper to file.

B. 2019 Credit Card Agreement

Per the KDL Finance Department, the Board is now required to sign a credit card agreement at the beginning of each year (or when new members join the Board) agreeing to the terms and conditions for each use. That will prevent trustees from having to sign one for each use.

C. KDL Board Training Planning and Dates

Chair Weller proposed a few dates for the Board to meet together for an all-day training session. Chair Weller plans to have someone from the Johnson Center for Philanthropy to conduct a mandatory, all-day training session for the KDL Board of Trustees. The Board selected Tuesday, March 26 as a date and the details will be finalized in the upcoming weeks.

D. Library Director Evaluation

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Motion: Ms. Bruursema moved to approve and file the 2018 Library Director Evaluation.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

X. LIAISON REPRESENTATIVE COMMENTS – None

XI. PUBLIC COMMENTS – None

XII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema is keeping busy with millages this year, which, she mentioned, is atypical for an off-year. Ms. Bruursema wished everyone a happy new year.

Mr. Erlewein: Mr. Erlewein commented that he likes the new board packet format, and that he enjoyed reading the therapy dog story in the Director's Report.

Ms. Gilreath-Watts: Ms. Gilreath-Watts reminded everyone that Monday is Martin Luther King Jr. Day and she encouraged everyone to honor it as day of service. She is excited and passionate about it.

Mr. Myers: Mr. Myers expressed his excitement for Sunday Afternoon Live at the Cascade branch this weekend.

Mr. Noreen: Mr. Noreen congratulated Ms. Oliver on her new baby boy.

Ms. Oliver: Ms. Oliver thanked everyone for the card, KDL stuffed elephant, and well wishes after having her baby. She mentioned that she is willing to take on more volunteering for KDL if she is needed during her maternity leave.

Ms. Weller: Ms. Weller said she is eager to leave for her vacation next week.

XIII. MEETING DATES

Regular Meeting: Thursday, February 21, 2019 – KDL Plainfield Branch – 4:30 p.m.

XIV. ADJOURNMENT

Motion: Mr. Erlewein moved for adjournment at 5:11.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



January 21, 2019

Board of Trustees
Kent District Library
814 West River Center Dr. NE
Comstock Park, MI 49321

Dear KDL Board of Trustees:

I am writing to you to request permission to open the Krause Memorial Branch at 9:00 am on Saturday, June 1, 2019. This would be a half-hour earlier than our normal opening time.

Rockford's 11th annual community reading festival ("Reading Rocks in Rockford") is scheduled for June 1, 2019. Kent District Library is sponsoring/chairing the event again this year. The opening ceremony for the festival takes place at the Krause Memorial Branch at 9:45 am, and participants gather in the library in advance to prepare for this event.

The library's participation in the reading festival heightens the branch's visibility in our community. Opening the library at 9:00 am would allow KDL to better serve the festival participants on what promises to be a busy day.

This early opening was supported by the Krause Memorial Library Advisory Board at their January 14, 2019 meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Jennifer L. German". The signature is written in a cursive, flowing style.

Jennifer L. German
Krause Memorial Branch Manager

CC: Lance Werner, KDL Executive Director

Information. Ideas. *Excitement!*





January 21, 2019

Board of Trustees
Kent District Library
814 West River Center Dr. NE
Comstock Park, MI 49321

Dear KDL Board of Trustees:

I am writing to you to request permission to close the Krause Memorial Branch from 9:30 am to 1:00 pm on Saturday, June 15, 2019 in order to participate in Rockford's Annual Start of Summer Parade. The library would then open at 1:00 pm and maintain its regular Saturday hours thereafter.

We have been granted permission to close the branch for the parade for the past eighteen years, and have received many positive comments from the public concerning our participation in the Start of Summer Parade. Participation in the Start of Summer Parade is a great means by which to heighten the branch's visibility in our community.

This late opening was supported by the Krause Memorial Library Advisory Board at their January 14, 2019 meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer L. German".

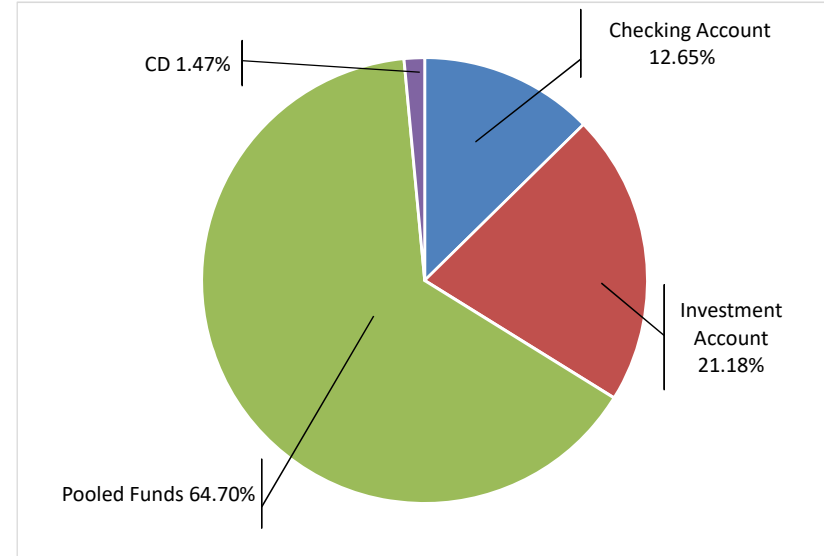
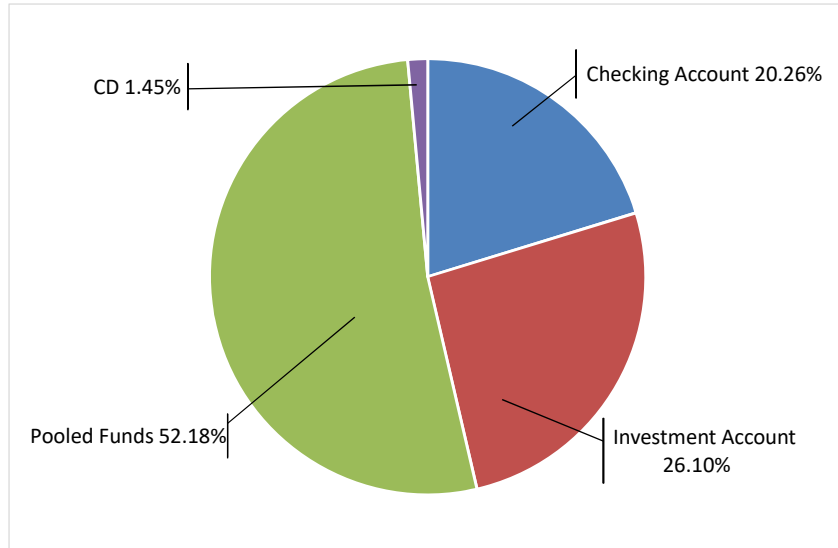
Jennifer L. German
Krause Memorial Branch Manager

CC: Lance Werner, KDL Executive Director

Information. Ideas. *Excitement!*



Monthly Cash Position Per Bank Month ended January 31



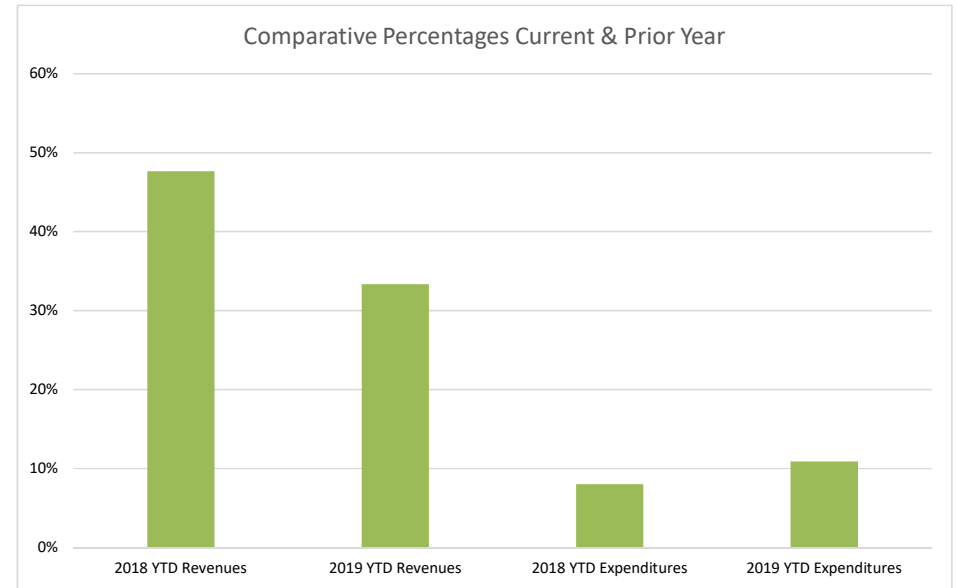
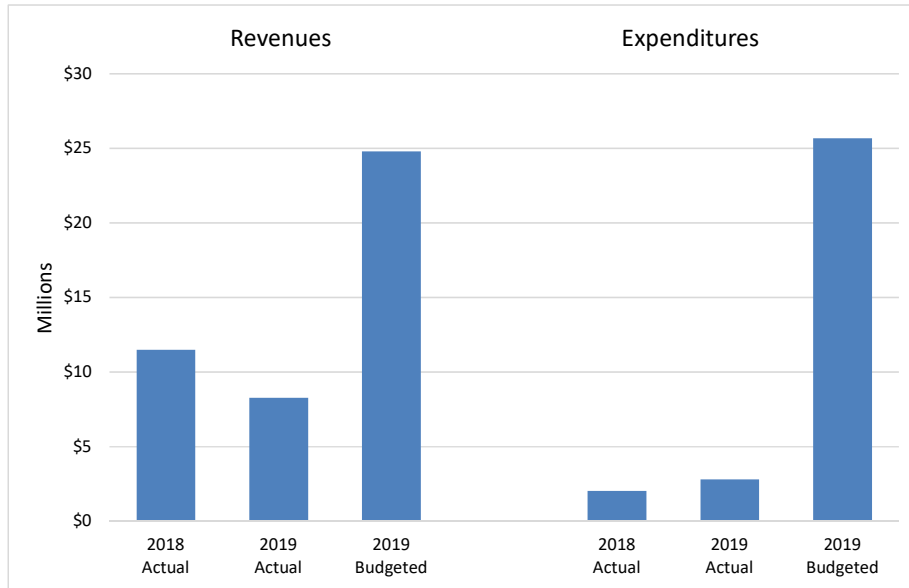
2019		
Account	Rate	Amount
Huntington Checking Account	0.300%	\$3,686,357.08
Huntington Investment Account	0.166%	\$4,748,091.03
*Kent County Pooled Funds	0.956%	\$9,493,191.88
First National Bank	1.050%	\$264,349.55
		<u>\$18,191,989.54</u>

2018		
Account	Rate	Amount
Huntington Checking Account	0.150%	\$2,203,234.05
Huntington Investment Account	0.152%	\$3,690,822.65
*Kent County Pooled Funds	0.701%	\$11,273,304.08
First National Bank	1.050%	\$255,973.16
		<u>\$17,423,333.94</u>

* Includes Trust Pooled fund balances

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

Monthly Revenues and Expenditures Month ended January 31



Budget to Actual with Prior Year Comparison

Revenues

2018 Actual	\$	11,497,418
2019 Actual	\$	8,275,811
2019 Budgeted	\$	24,806,481

Expenditures

2018 Actual	\$	2,024,366
2019 Actual	\$	2,801,745
2019 Budgeted	\$	25,689,962

Comparative Percentages Current & Prior Year

Account

Amount

2018 YTD Revenues	47.7%
2019 YTD Revenues	33.4%
2018 YTD Expenditures	8.0%
2019 YTD Expenditures	10.9%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 1/31/2019
(In Whole Numbers)

	YTD Actual	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	8,214,891	22,093,560	(13,878,669)	(63)%
Penal Fines	0	797,644	(797,644)	(100)%
Charges for Services	17,183	100,000	(82,817)	(83)%
Interest Income	629	76,000	(75,371)	(99)%
Public Donations	6,950	442,000	(435,050)	(98)%
Other Revenue	36,157	663,210	(627,053)	(95)%
State Sources	0	634,067	(634,067)	(100)%
Total Revenues	8,275,811	24,806,481	(16,530,671)	(67)%
Expenditures				
Salaries and Wages	887,327	11,753,570	10,866,244	92 %
Employee Benefits	576,518	3,732,138	3,155,620	85 %
Collections - Digital	464,953	1,539,498	1,074,545	70 %
Collections - Physical	121,602	2,121,387	1,999,785	94 %
Supplies	25,733	779,255	753,522	97 %
Contractual and Professional Services	365,700	1,776,121	1,410,421	79 %
Programming and Outreach	10,455	333,277	322,822	97 %
Maintenance and Utilities	297,991	1,999,046	1,701,055	85 %
Staff Development	3,395	257,883	254,488	99 %
Board Development	0	14,833	14,833	100 %
Other Expenditures	43,233	781,730	738,498	94 %
Capital Outlay	4,840	601,224	596,384	99 %
Total Expenditures	2,801,745	25,689,962	22,888,217	89 %
Excess Revenue Over (Under) Expenditures	5,474,065	(883,481)	6,357,546	(720)%

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 1/1/2019 Through 1/31/2019
(In Whole Numbers)

YTD Actual

Expenditures	
Salaries and Wages	520
Employee Benefits	130
Maintenance and Utilities	100
Other Expenditures	2,126
Total Expenditures	2,876
Excess Revenue Over (Under) Expenditures	(2,876)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 1/31/2019
(In Whole Numbers)

	YTD Ending January 31, 2018	YTD Ending January 31, 2019	Total Variance
Revenues			
Property Taxes	11,451,985	8,214,891	(3,237,094)
Charges for Services	29,784	17,183	(12,601)
Interest Income	11,467	629	(10,838)
Public Donations	1,171	6,950	5,778
Other Revenue	1,487	36,157	34,670
State Sources	1,524	0	(1,524)
Total Revenues	11,497,418	8,275,811	(3,221,608)
Expenditures			
Salaries and Wages	847,084	887,327	40,243
Employee Benefits	386,919	576,518	189,599
Collections - Digital	456,949	464,953	8,004
Collections - Physical	115,865	121,602	5,737
Supplies	10,787	25,733	14,946
Contractual and Professional Services	67,139	365,700	298,561
Programming and Outreach	9,056	10,455	1,399
Maintenance and Utilities	98,839	297,991	199,152
Staff Development	2,444	3,395	950
Other Expenditures	18,367	43,233	24,866
Capital Outlay	10,917	4,840	(6,077)
Total Expenditures	2,024,366	2,801,745	777,379
Excess Revenue Over (Under) Expenditures	9,473,052	5,474,065	(3,998,987)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 1/31/2019
(In Whole Numbers)

	Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	8,207,478	8,207,478	21,899,031	(13,691,553)	(63)%
4412 Delinquent personal property taxes	679	679	33,349	(32,670)	(98)%
4432 DNR - PILT	0	0	11,000	(11,000)	(100)%
4437 Industrial facilities taxes	6,734	6,734	150,180	(143,446)	(96)%
Total Property Taxes	8,214,891	8,214,891	22,093,560	(13,878,669)	(63)%
Penal Fines					
4581 Penal fines	0	0	797,644	(797,644)	(100)%
Total Penal Fines	0	0	797,644	(797,644)	(100)%
Charges for Services					
4650 Printing/fax fees	4,595	4,595	50,000	(45,405)	(91)%
4658 Overdue fines	8,529	8,529	25,000	(16,471)	(66)%
4685 Materials replacement charges	4,060	4,060	25,000	(20,940)	(84)%
Total Charges for Services	17,183	17,183	100,000	(82,817)	(83)%
Interest Income					
4665 Interest earned on deposits and investments	561	561	75,000	(74,439)	(99)%
4666 Interest Earned - Property Taxes	69	69	1,000	(931)	(93)%
Total Interest Income	629	629	76,000	(75,371)	(99)%
Public Donations					
4673 Restricted donations	6,123	6,123	162,000	(155,877)	(96)%
4674 Unrestricted donations	827	827	280,000	(279,173)	(100)%
Total Public Donations	6,950	6,950	442,000	(435,050)	(98)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	580,653	(580,653)	(100)%
4583 Contributions from public schools	34,907	34,907	63,057	(28,150)	(45)%
4667 Building rental	720	720	15,000	(14,280)	(95)%
4668 Royalties	357	357	3,000	(2,643)	(88)%
4688 Miscellaneous	173	173	1,500	(1,327)	(88)%
Total Other Revenue	36,157	36,157	663,210	(627,053)	(95)%
State Sources					
4540 State Aid	0	0	314,067	(314,067)	(100)%
4541 State aid - LBPH	0	0	40,000	(40,000)	(100)%
4548 Renaissance Zone reimbursement	0	0	80,000	(80,000)	(100)%
4549 Personal Property tax reimbursement	0	0	200,000	(200,000)	(100)%
Total State Sources	0	0	634,067	(634,067)	(100)%
Total Revenues	8,275,811	8,275,811	24,806,481	(16,530,671)	(67)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	210	210	3,720	3,510	94 %
5701 Administrator wages	87,405	87,405	931,002	843,598	91 %
5702 Managers wages	163,091	163,091	2,327,601	2,164,510	93 %
5703 Support Staff wages	322,549	322,549	4,573,333	4,250,784	93 %
5704 Operations	273,051	273,051	3,439,863	3,166,812	92 %
5705 Interns	629	629	64,732	64,103	99 %
5706 Extra duty stipends	0	0	20,000	20,000	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 1/31/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
5707	Temporary Help	0	0	3,000	3,000	100 %
5708	Subs	40,913	40,913	390,320	349,407	90 %
5710	Contra Salaries and Wages - Consulting Admin	(520)	(520)	0	520	0 %
	Total Salaries and Wages	887,327	887,327	11,753,570	10,866,244	92 %
	Employee Benefits					
5709	FICA	65,906	65,906	894,696	828,790	93 %
5717	Defined Contribution Pension Plan Contributions	31,399	31,399	602,022	570,623	95 %
5718	Employee Health Benefits	100,535	100,535	1,426,951	1,326,416	93 %
5719	Part-time Employee Health Benefits	15,520	15,520	200,000	184,480	92 %
5720	HSA/Flex	342,815	342,815	377,740	34,925	9 %
5723	Retiree Health Care OPEB	520	520	2,084	1,564	75 %
5724	Life Insurance	4,641	4,641	26,269	21,628	82 %
5725	Additional Life Insurance	3,741	3,741	22,940	19,199	84 %
5726	Housing Allowance	1,000	1,000	12,000	11,000	92 %
5727	Gradifi Student Loan Assistance	4,492	4,492	120,822	116,330	96 %
5728	YMCA Membership Support	90	90	3,120	3,030	97 %
5730	Other Employee Benefits	5,989	5,989	34,494	28,505	83 %
5735	Contra Employee Benefits - Consulting Admin	(130)	(130)	0	130	0 %
5842	Unemployment Claims	0	0	9,000	9,000	100 %
	Total Employee Benefits	576,518	576,518	3,732,138	3,155,620	85 %
	Collections - Digital					
5785	Cloud Library	227,031	227,031	880,000	652,969	74 %
5786	Hoopla	80,000	80,000	240,000	160,000	67 %
5787	Digital Collection	102,735	102,735	132,158	29,423	22 %
5788	Miscellaneous Electronic Access	55,186	55,186	287,340	232,153	81 %
	Total Collections - Digital	464,953	464,953	1,539,498	1,074,545	70 %
	Collections - Physical					
5791	Subscriptions	4,032	4,032	72,922	68,890	94 %
5815	KDL Cruisers	0	0	27,000	27,000	100 %
5871	Restricted Donation Expenditures-Branch Materials	7,433	7,433	12,000	4,567	38 %
5982	Collection Materials - Depreciable	87,025	87,025	1,231,070	1,144,045	93 %
5983	CD/DVD Collection Materials - Non-Depreciable	23,112	23,112	599,500	576,388	96 %
5984	Beyond Books Collection - Non-Depreciable	0	0	178,895	178,895	100 %
	Total Collections - Physical	121,602	121,602	2,121,387	1,999,785	94 %
	Supplies					
5750	Processing Supplies	7,023	7,023	173,855	166,832	96 %
5751	Office Supplies	1,294	1,294	49,741	48,447	97 %
5752	Paper	5,685	5,685	27,383	21,698	79 %
5753	AV Supplies	0	0	17,390	17,390	100 %
5754	Disposable Technology <\$1000	1,249	1,249	217,689	216,439	99 %
5755	Maintenance Supplies - Custodial	417	417	6,702	6,285	94 %
5756	Water Cooler	0	0	9,530	9,530	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 1/31/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
5757	Meeting Center Supplies	414	414	4,000	3,586	90 %
5760	Technology Accessories	18	18	25,706	25,688	100 %
5764	All-staff Supplies	0	0	5,000	5,000	100 %
5765	Wellness Supplies	0	0	4,500	4,500	100 %
5766	Team KDL Supplies	0	0	1,000	1,000	100 %
5767	New EE Shirts/Tote Bags	0	0	2,500	2,500	100 %
5768	Promotions Supplies	429	429	36,670	36,241	99 %
5769	Service Awards	1,171	1,171	6,400	5,230	82 %
5770	Other Awards/Prizes	5,394	5,394	106,450	101,056	95 %
5771	Beverages	0	0	8,750	8,750	100 %
5790	Books (not for circulation)	0	0	350	350	100 %
5799	Miscellaneous Supplies	810	810	20,502	19,692	96 %
5851	Mail/Postage	241	241	9,206	8,965	97 %
5900	Copier/Printer Overage Charges	1,589	1,589	45,932	44,343	97 %
	Total Supplies	25,733	25,733	779,255	753,522	97 %
	Contractual and Professional Services					
5792	Software	219,265	219,265	540,205	320,940	59 %
5801	Professional Services	0	0	168,700	168,700	100 %
5803	IT Consultant - Consulting Svcs.	0	0	185,000	185,000	100 %
5804	Other Consultants	0	0	34,890	34,890	100 %
5805	Audit Services	0	0	26,200	26,200	100 %
5806	Legal Services	0	0	21,500	21,500	100 %
5808	ILS Consultant	28,667	28,667	97,000	68,333	70 %
5811	IT Contracted Services	1,568	1,568	67,980	66,412	98 %
5812	HR Contracted Services	341	341	2,000	1,659	83 %
5813	Delivery Services	9,473	9,473	138,560	129,087	93 %
5814	Security Services	984	984	53,085	52,102	98 %
5817	Lakeland Library Co-op services	932	932	5,000	4,068	81 %
5818	Shredding services	0	0	425	425	100 %
5819	Drug Screenings/background checks	120	120	3,500	3,380	97 %
5820	Other Professional Services	0	0	10,000	10,000	100 %
5823	Inspection Services	56	56	2,675	2,619	98 %
5827	Catering	0	0	21,225	21,225	100 %
5829	Custodial/cleaning services	0	0	18,300	18,300	100 %
5830	Other Contracted Services	(0)	(0)	44,333	44,333	100 %
5833	All-staff Services	0	0	25,000	25,000	100 %
5834	Wellness Services	0	0	1,925	1,925	100 %
5835	Team KDL Services	0	0	12,500	12,500	100 %
5836	Employee & Partner Care (Flowers, Etc)	0	0	4,150	4,150	100 %
5890	ILS Fees	94,538	94,538	195,618	101,080	52 %
5891	Licenses and Fees	0	0	225	225	100 %
5893	Marc Records License	176	176	7,500	7,324	98 %
5956	Other Benefits Administration Fees	1,320	1,320	5,000	3,680	74 %
5957	Pension Administration Fees	0	0	4,000	4,000	100 %
5958	Payroll processing fees	7,262	7,262	64,650	57,388	89 %
5960	Banking Fees	158	158	4,625	4,467	97 %
5961	TSYS/Credit Card Fees	841	841	10,350	9,509	92 %
	Total Contractual and Professional Services	365,700	365,700	1,776,121	1,410,421	79 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 1/31/2019
(In Whole Numbers)

	Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
Programming and Outreach					
5794 Outreach Supplies	524	524	25,957	25,433	98 %
5795 Programming Supplies	2,663	2,663	66,870	64,207	96 %
5796 Youth Programming Supplies	0	0	8,900	8,900	100 %
5797 Teen Programming Supplies	0	0	10,050	10,050	100 %
5798 Adult Programming Supplies	32	32	7,170	7,138	100 %
5865 Programming Services	2,486	2,486	42,460	39,974	94 %
5866 Youth Programming Services	0	0	7,400	7,400	100 %
5867 Teen Programming Services	0	0	900	900	100 %
5868 Adult Programming Services	0	0	15,500	15,500	100 %
5885 Speakers/Performers	4,750	4,750	139,125	134,375	97 %
5950 Airport Free Library	0	0	8,945	8,945	100 %
Total Programming and Outreach	10,455	10,455	333,277	322,822	97 %
Maintenance and Utilities					
5822 Maintenance Contracts	0	0	5,575	5,575	100 %
5848 Mobile Hotspots	0	0	12,100	12,100	100 %
5849 Cell Phones/ Stipends	960	960	30,041	29,081	97 %
5850 Telephones	1,176	1,176	75,000	73,824	98 %
5852 Internet/Telecomm Services	50,894	50,894	624,000	573,106	92 %
5918 Water/Sewer	374	374	3,800	3,426	90 %
5919 Waste Disposal	362	362	7,500	7,138	95 %
5920 Electric	0	0	68,000	68,000	100 %
5921 Natural Gas	0	0	15,000	15,000	100 %
5925 Snowplowing	497	497	15,000	14,503	97 %
5926 Lawn/Landscaping	0	0	2,273	2,273	100 %
5928 Branch Maintenance Fees	96,189	96,189	387,282	291,093	75 %
5929 Land Repair and Maintenance	0	0	5,200	5,200	100 %
5930 Building Repair and Maintenance	0	0	38,600	38,600	100 %
5931 Equipment Repair and Maintenance	4,706	4,706	18,180	13,474	74 %
5932 Vehicle Repairs and Maintenance	0	0	17,800	17,800	100 %
5933 Software & IT Hardware Maintenance Agreements	140,463	140,463	440,662	300,198	68 %
5934 Other Repair and Maintenance	0	0	250	250	100 %
5940 Rentals	1,320	1,320	166,127	164,807	99 %
5941 Printer/Copier Leases	1,149	1,149	66,656	65,507	98 %
5943 Contra Maintenance & Utilities - Consulting Admin	(100)	(100)	0	100	0 %
Total Maintenance and Utilities	297,991	297,991	1,999,046	1,701,055	85 %
Staff Development					
5910 Professional Development	1,000	1,000	95,742	94,742	99 %
5911 Conferences	1,225	1,225	32,950	31,725	96 %
5913 Travel/Lodging	1,170	1,170	129,191	128,021	99 %
Total Staff Development	3,395	3,395	257,883	254,488	99 %
Board Development					
5908 Board Development	0	0	3,595	3,595	100 %
5909 Board Travel/Lodging	0	0	11,238	11,238	100 %
Total Board Development	0	0	14,833	14,833	100 %
Other Expenditures					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 1/31/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
5759	Gas, Oil, Grease	0	0	19,500	19,500	100 %
5860	Parking	0	0	9,940	9,940	100 %
5861	Mileage Reimbursement	3,268	3,268	53,202	49,934	94 %
5870	Restricted Donation	1,787	1,787	150,000	148,213	99 %
	Expenditures-Branch Misc					
5873	Website	243	243	109,318	109,075	100 %
5874	Employment Advertising	0	0	1,000	1,000	100 %
5875	System Advertising	7,783	7,783	82,540	74,757	91 %
5878	System Advertisting - Social Media	1,250	1,250	0	(1,250)	0 %
5884	Photography	400	400	15,500	15,100	97 %
5901	Outsourced Printing & Publishing	0	0	37,084	37,084	100 %
5906	Promotions/Marketing	(3)	(3)	34,915	34,918	100 %
5912	Meetings	2,961	2,961	18,865	15,904	84 %
5915	Memberships	7,500	7,500	58,416	50,916	87 %
5916	Dues and Fees	1,285	1,285	6,466	5,182	80 %
5935	Property Liability Insurance	0	0	62,920	62,920	100 %
5936	Vehicle Liability Insurance	0	0	14,950	14,950	100 %
5937	Flood Insurance	0	0	6,380	6,380	100 %
5938	Bond Insurance	8,954	8,954	11,760	2,806	24 %
5939	Workers Compensation Insurance	7,806	7,806	42,000	34,194	81 %
5955	Miscellaneous	0	0	7,500	7,500	100 %
5959	Sales Taxes	0	0	500	500	100 %
5964	Property Tax Reimbursement	0	0	35,975	35,975	100 %
5965	MEL Return Items	0	0	3,000	3,000	100 %
	Total Other Expenditures	43,233	43,233	781,730	738,498	94 %
	Capital Outlay					
5973	Land Improvements - Non-Depreciable	0	0	11,400	11,400	100 %
5974	Land Improvements - Depreciable	0	0	20,100	20,100	100 %
5975	Building Improvements - Non-Depreciable	0	0	9,300	9,300	100 %
5976	Building Improvements - Depreciable	0	0	23,000	23,000	100 %
5977	Technology - Non-Depreciable (\$1000-4999)	0	0	192,537	192,537	100 %
5978	Technology - Depreciable (5,000+)	4,840	4,840	228,250	223,410	98 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	0	0	58,680	58,680	100 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	57,957	57,957	100 %
	Total Capital Outlay	4,840	4,840	601,224	596,384	99 %
	Total Expenditures	2,801,745	2,801,745	25,689,962	22,888,217	89 %
	Excess Revenue Over (Under) Expenditures	5,474,065	5,474,065	(883,481)	6,357,546	(720)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 1/1/2019 Through 1/31/2019

Check Number	Vendor Name	Check Amount	Check Date
75646	Bibliotheca, LLC	229,598.00	1/18/2019
183490000589	Priority Health	129,469.93	1/2/2019
75731	Midwest Tape	117,383.09	1/18/2019
75716	Library Ideas, LLC	73,645.00	1/18/2019
1152019	The Huntington Bank - Michigan	62,229.25	1/15/2019
75644	Baker & Taylor	60,730.57	1/18/2019
75674	Everstream Holding LLC- Michigan	49,470.97	1/18/2019
75655	CDW Government, Inc.	47,381.00	1/18/2019
75759	SirsiDynix	43,000.00	1/18/2019
75703	Ingram Library Services LLC	34,473.73	1/18/2019
75653	CareATC, INC	30,880.00	1/18/2019
75746	RECORDED BOOKS, INC	29,188.94	1/18/2019
75774	Troost Service Company	19,078.04	1/18/2019
75773	Trivalent Group, Inc-Systems Division	18,919.00	1/18/2019
75748	RNL Graphics Solutions, LLC	13,745.57	1/18/2019
75739	Open Systems Technologies	13,188.00	1/18/2019
75779	Crosby And Henry	11,066.00	1/23/2019
75663	Comerica Bank	10,683.84	1/18/2019
75685	Ideascale	9,999.00	1/18/2019
75776	Urban Libraries Council	9,000.00	1/18/2019
75650	Broadview Product Development	7,906.00	1/18/2019
75778	Accident Fund	7,806.00	1/23/2019
75765	Staples Business Advantage	6,915.60	1/18/2019
9819436872	Verizon Wireless - Hot Spots and Service	6,001.74	1/4/2019
75754	Same Day Delivery, Inc	5,933.94	1/18/2019
75705	IP Consulting, Inc.	5,775.00	1/18/2019
75734	MorningStar Health	5,441.84	1/18/2019
75666	Data Strategy, LLC	5,322.32	1/18/2019
75669	Demco, Inc	4,482.57	1/18/2019
75738	Noordyk Business Equipment	4,358.58	1/18/2019
75704	Interpersonal Frequency	4,331.25	1/18/2019
75747	Rivistas Subscription Services	4,190.99	1/18/2019
616R10403112	At&T	4,062.73	1/15/2019
75648	BookPage	4,032.00	1/18/2019
75709	Kent County Treasurer	3,780.60	1/18/2019
Elec SC 01-2019	Consumers Energy	3,629.20	1/7/2019
75745	Presidio Networked Solutions Group, LLC	3,560.00	1/18/2019
75676	Findaway World, LLC	3,227.21	1/18/2019
9819436871	Verizon Wireless - MiFi Routers & Cell phones	2,810.89	1/4/2019
75629	Adtegrity	2,804.53	1/18/2019
75683	Greatamerica Financial Svcs.	2,528.90	1/18/2019
75670	DK Security	2,192.40	1/18/2019
75630	All Season Lawn Care	2,107.00	1/18/2019
75654	Carr Engineering, Inc.	1,992.00	1/18/2019
75775	UAW Local 2600	1,792.46	1/18/2019
75771	Town & County Technologies	1,702.67	1/18/2019
75711	Kushner & Company Inc	1,632.31	1/18/2019
75665	Criteria Corp.	1,600.00	1/18/2019
75677	Foster, Swift, Collins & Smith, P.C.	1,463.00	1/18/2019
75736	Neopost Usa Inc.	1,440.07	1/18/2019
75743	Penguin Random House, LLC.	1,434.75	1/18/2019
2386115404	At&T	1,424.40	1/15/2019

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 1/1/2019 Through 1/31/2019

Check Number	Vendor Name	Check Amount	Check Date
75682	Grand Rapids Kids	1,250.00	1/18/2019
75720	Michigan Office Solutions (MOS)	1,140.88	1/18/2019
Elec MC 1-2019	Consumers Energy	944.56	1/10/2019
75712	Lakeland Library Cooperative	942.25	1/18/2019
9100203267571...	Dte Energy	924.49	1/3/2019
75681	Grand Rapids Area Chamber Of Commerce	850.00	1/18/2019
75781	Pam Spring Advertising, Llc	807.00	1/23/2019
75749	Robert Half Technology	758.42	1/18/2019
75706	Jacquelyn Viol	731.32	1/18/2019
75751	Rockford Advertising	699.44	1/18/2019
75769	The Wall Street Journal	698.00	1/18/2019
75752	Sage Software, Inc.	645.00	1/18/2019
75715	Lewis Paper	620.99	1/18/2019
75735	Nationwide	601.28	1/18/2019
75707	James Steigmeyer / Jimmie Stagger	600.00	1/18/2019
75679	Genius Phone Repair	599.60	1/18/2019
75732	Mlive Media Group	593.00	1/18/2019
75647	Blackstone Audio Inc	579.98	1/18/2019
75742	Pam Spring Advertising, Llc	522.50	1/18/2019
19245303	Paychex	511.00	1/11/2019
75664	COSUGI	450.00	1/18/2019
75777	Vanessa Walstra	403.25	1/18/2019
75627	Absopure Water Company	370.75	1/18/2019
1760239	Arrowaste	362.09	1/11/2019
75767	Tanis Trucking Company	329.00	1/18/2019
75741	Paige Leyh / Hue Creative	325.00	1/18/2019
75651	Bruce R. Lillie P.C.	305.50	1/18/2019
75678	Gale/Cengage Learning	305.48	1/18/2019
75714	Leah Ivory	300.00	1/18/2019
RIS0002101550	Delta Dental Of Michigan	285.41	1/14/2019
75680	Grand Rapids Building Services	270.00	1/18/2019
75740	Outdoor Discovery Center	270.00	1/18/2019
75780	Employment Screening Resources	266.00	1/23/2019
75744	Performance Assessment Network	240.00	1/18/2019
75661	Comcast Cable	214.90	1/18/2019
75659	Chicago Tribune	210.60	1/18/2019
75671	DWD Technology Group	200.00	1/18/2019
616984202201	At&T	153.86	1/22/2019
75634	Ashley Smolinski	135.46	1/18/2019
75662	Comcast Cable	134.90	1/18/2019
75675	Federal Armored Truck, Inc	122.55	1/18/2019
22374	Paychex	112.50	1/18/2019
75656	Central Michigan Paper	110.20	1/18/2019
75684	Heart Of West Michigan United Way	104.50	1/18/2019
75758	Shirley Bruursema	94.88	1/18/2019
75658	Cheryl Cammenga	88.61	1/18/2019
75673	Employee Assistance Center (EAC)	85.00	1/18/2019
75768	TASC	84.42	1/18/2019
9819475382	Verizon Wireless - Router and Data Services	83.12	1/4/2019
75660	City Of Wyoming - Treasurer's Office	79.70	1/18/2019
75770	Thomas Noreen	77.97	1/18/2019
75710	Kent Record Management, Inc	75.00	1/18/2019

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 1/1/2019 Through 1/31/2019

Check Number	Vendor Name	Check Amount	Check Date
75633	Anne Marie Cell	71.99	1/18/2019
75652	Caitlin S. Oliver	52.89	1/18/2019
75737	Nicholas Hudson	50.98	1/18/2019
75668	Deb Schultz	50.29	1/18/2019
75733	Morgan Sheldon	50.00	1/18/2019
75753	Samantha Hodge	50.00	1/18/2019
75632	Anjie Gleisner	47.89	1/18/2019
75757	Sheri Gilreath-Watts	46.35	1/18/2019
75772	Tricia Hetrick	45.39	1/18/2019
75657	Charles R. Myers	43.08	1/18/2019
75645	Bethany Metivier	40.00	1/18/2019
75713	Lance Werner	37.54	1/18/2019
75755	Sarah Ann Weller	37.09	1/18/2019
75667	Dawn Lowry	32.95	1/18/2019
75631	Andrew Erlewein	30.00	1/18/2019
75672	Elizabeth Green	26.46	1/18/2019
75626	Abby D'Addario	26.06	1/18/2019
75718	Lindsey Dorfman	26.00	1/18/2019
75717	LilyAnn Chapin	24.95	1/18/2019
75760	St Clair County Library	24.00	1/18/2019
75708	Joshua Bernstein	21.55	1/18/2019
75750	Robert Raese	19.99	1/18/2019
75719	Lynda Austin	17.89	1/18/2019
75766	Susan N Bernal	15.99	1/18/2019
75756	Shaunna Martz	14.99	1/18/2019
75628	Adam Oster	11.65	1/18/2019
75649	Brandon Cleo Ball	5.04	1/18/2019
75625	State of Michigan	2.18	1/18/2019
Report Total		1,153,406.43	

BRANCH UPDATES

Branch managers were asked to share their goals in promoting KDL's Mission: Read! initiative.

• ALTO

Alto and Lowell are covered by the same media, so to get the word out about the program, Lowell will be working with the Lowell Ledger, and Alto will work with "Lowell's First Look," the digital newspaper, to do a story on this initiative. Branch Manager Sandy Graham has presented Mission: Read! to the school principal – it is in the school newsletter for January. Sandy will also take time to meet with the teachers at Alto Elementary and has decided to reach out to the homeschool families to inform them about Mission: Read! as well. While Sandy is out promoting the reading program, staff at the branch have been speaking with patrons and creating fun displays to attract library visitors.

• BYRON

In an effort to promote the Mission: Read! program to schools and students in the Byron area, staff plan to implement the following measures:

- Reach out to area daycares and homeschool buildings for distribution of promotional materials as well as on-site presentations to teachers/parents.
- Reach out to school librarians to educate and help promote the program.
- Reach out to K-3rd grade teachers about the possibility of providing a Mission: Read! presentation, either via a school assembly or in classrooms.
- Work with schools to have information included in newsletters sent to parents.
- Attend staff development meetings in order to present materials to area teachers.
- Attend family/parent nights for promotion/sign-up.

Byron staff aim to have the majority of these tasks completed by March of this year (primarily initial establishment of partnerships with schools/educators), however, efforts such as on-site presentations, family/parent night attendance, and other related outreach initiatives will take place over the course of the school year. Fortunately, Byron has cultivated strong partnership with area schools, so achieving this goal is most certainly within reach!

• CALEDONIA

The Caledonia youth staff have been in contact with the principals at Caledonia's five elementary schools to talk with K-3rd grade teachers about Mission: Read!. Adam Flynn shared some information at a teacher staff meeting at Kettle Lake Elementary on February 4. Audrey Barker will be meeting with the teachers at Caledonia Elementary and Emmons Lake Elementary on February 14 and March 8 during teacher meetings. Staff will share the PowerPoint slides prepared by the Mission: Read! team with teachers during these meetings.

Additionally, staff will be setting up tables at all of the upcoming parent teacher conferences. This is a great opportunity to share the program information with parents, specifically because the success of this program depends so much on parental engagement.

• EAST GRAND RAPIDS

Two EGR youth staff members are taking the lead on this initiative. Youth Librarian Sarah Yoder has begun monthly visits to K-2nd grade at St. Stephen School to talk about Mission: Read! Sarah is also contacting the K-

2nd grade teachers at all the elementary schools in East Grand Rapids to set up times to visit their classrooms to introduce and explain Mission: Read! and hand out promotional bookmarks.

Emily, Lofquist, Youth Librarian, is working with the 3rd grade teachers in East Grand Rapids schools to find opportunities to talk about Mission: Read! with parents, and to set up times for classroom visits. Her first step is to send an email to introduce the program and explain why she would like a little time to visit. The goal is to get into as many events and classrooms as possible.

When Sarah and Emily present to the schools, they plan to cover the following:

- Explain Mission: Read! and why it was created.
- Explain why reading on a daily basis is the best way to become better at reading.
- Talk about “1000 days” – what that means, and what grade they will be in when they finish.
- Materials participants will get when they sign up and the prizes at each level.
- Answer questions – people tend to have a lot of questions regarding the eReader and they are shown CloudLibrary.

• **GAINES**

Gaines staff have come together and promoted Mission: Read! throughout the community by:

- Calling Legacy, Cross Creek Charter, and Dutton Christian Schools, and asking if information can be put into school newsletters to parents. Also verified that the information is also listed in the KPS newsletter.
- Advertising the program in the Gaines Township Newsletter.
- Promoting Mission: Read! during Leap into Reading visits in the spring, during Cutlerville Days, and the Movie in the Park Program this summer.
- Designing a bookmark that staff can put in envelopes to go home with children during Leap visits.
- Working with Explorer Elementary to host tables during events such as parent/teacher conferences, school carnivals, etc.
- Contacting Reading Specialists and school contacts to tell them about the program.
- Promoting during Lit Lunch visits and any other school outreach visits.
- Promoting during school-age programs offered at the library.
- Speaking with Community Officers and Firefighters about the program so they can help spread the word during their school visits.
- Contacting school administrators to make sure that they know about the program.

• **GRANDVILLE**

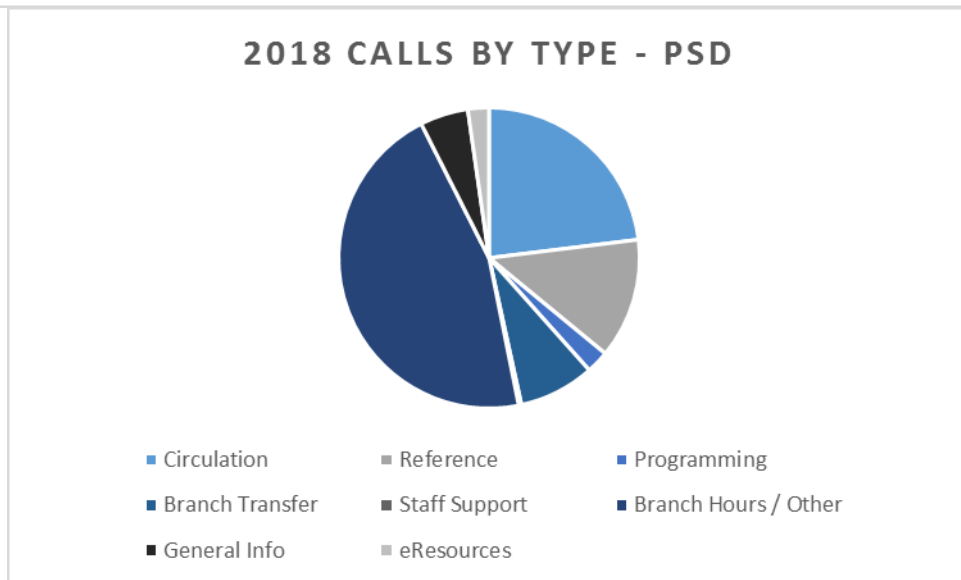
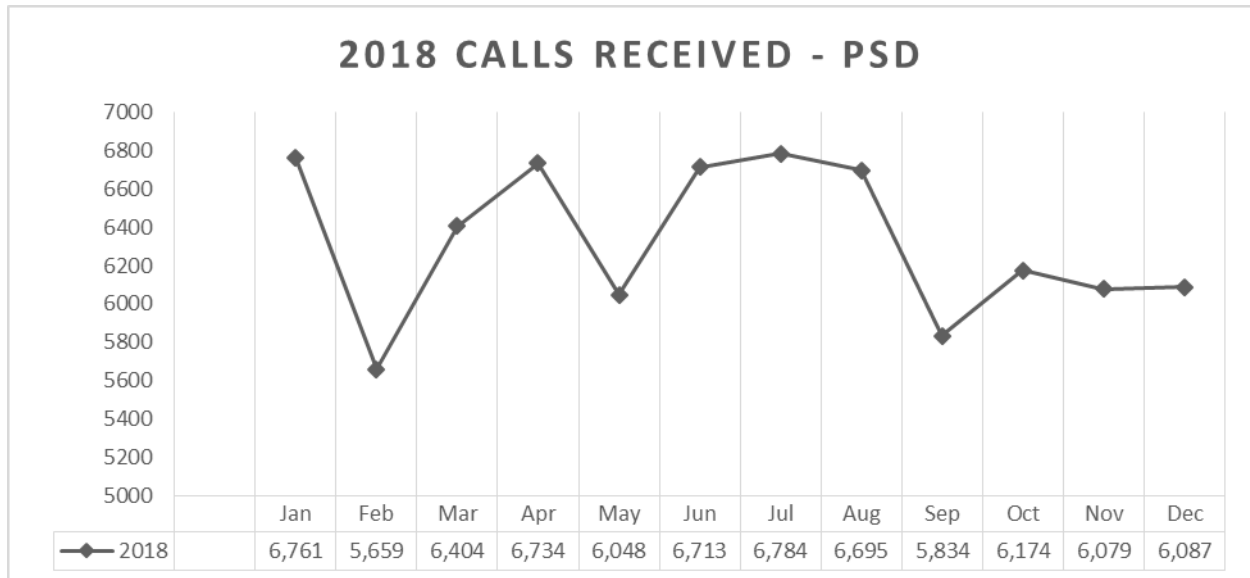
Grandville schools are very excited for Mission: Read! Staff have been promoting it with school leadership for months now, and spoke about it at the A+ meeting in the fall with teachers, administrators, media supervisors, and a variety of other school personnel. Now that it has finally launched, staff will be promoting the program at all school outreach events that they will participate in this year. Staff have also been reaching out to the assistant superintendent to remind him that Mission: Read! has now launched, and he has agreed to help promote the program within the system. Sample packs will be sent to all of the school media supervisors as well, along with the info bookmarks being sent to all Grandville students in grades K-3.

FEATURED DEPARTMENT: PATRON SERVICES

- **MELCAT**
 - Last year, KDL fully centralized its MeLCat processes by implementing a MeLCat Department at the Service Center. Patron Services has continually been refining these processes to make them more convenient and efficient for patrons and branch staff.
 - The team receives about 300 items each day from KDL's branches, and 275 items from other library systems. Up to 720 items are sent out to other library systems each day.
- **CLOUDLIBRARY**
 - Because Patron Services staff help patrons and other staff members with cloudLibrary on a daily basis, the department has been working extensively with the cloudLibrary team on behalf of KDL patrons and staff.
 - In July 2018, the Patron Services team met with Development and Support staff from cloudLibrary to share patron feedback on the app and to request enhancements that would improve the browsing and reading experience for KDL patrons. The team has also had several phone meetings with cloudLibrary staff to follow up on issues and work towards improving user experience in the app.
 - Currently, Patron Services is collecting patron and staff feedback on the new cloudLibrary app.
- **MORE EFFICIENT WORKFLOW PROCESS**
 - Patron Services is most known for answering KDL's phone calls, emails, and chats, but the team also has various non-patron-facing responsibilities. In November 2018, the team started using an off-desk schedule to accomplish these tasks more efficiently. The growing list includes:
 - Sending outgoing Book Club in a Bag kits for KDL patrons, and processing returned kits
 - Reviewing patron registrations sent to the Service Center from the branches
 - Processing online patron registrations, and KDL registrations issued at GRPL
 - Running various reports that maintain the accuracy of KDL's patron database
 - Processing returned mail
 - Processing patron payments sent to the Service Center
 - Workgroup projects and research
- **ENHANCEMENTS TO CALL CENTER**
 - In December 2018, Patron Services worked with IP Consulting to develop and implement a callback feature for the call center in order to improve customer service. Patrons generally have low wait times when calling KDL, with most callers experiencing no wait at all, but the team requested this feature to improve patron convenience during higher-than-normal call volumes.
 - With the new callback feature, if a caller is not connected to a team member within 90 seconds the caller is given the option to either continue holding or to leave their name and phone number for an automatic callback once a team member is available again. This is more convenient for KDL patrons, because they are free to hang up the phone while still holding their place "in line."
- **LIBRARY CARD UPDATE FORM**
 - Patron Services recently worked with Vivi Hoang, KDL Webmaster, to create an online form that patrons can use to update their expired library accounts or to make other changes to account information (e.g., email address, phone number). The team receives the online

form submission, makes the requested account update, and then sends the patron a confirmation email.

- The team also worked with Lori Berg, ILS Consultant, to link to the Library Card Update Form in all notification emails sent to patrons. This has greatly enhanced patron convenience by allowing email users to update their library accounts using their preferred method of contact.
- Patron Services processes over 600 Library Card Update Form submissions each month.



BUILDING UPDATES

• AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER

At the January 14 Ada Township Board meeting, the project team updated the Township Board on additional funding commitment, increasing the total project funding to \$10,562,978. Several design charrettes were attended by a sub-committee of the building committee working with the Ada Township Board of Trustees to

revise the exterior design plan to better complement the newly envisioned Village of Ada. Progressive A&E is working on a revised draft version to present to the Building Committee. Miller Johnson has provided a response to KDL's letter of understanding. Ada Township is to forward this letter to KDL upon review.

- **KRAUSE MEMORIAL**

A new exploratory committee has been formed for a possible Krause expansion and the first meeting will take place on Monday, February 11 at the Krause Branch.

- **WALKER**

Fishbeck, Thompson, Carr, and Huber, Inc. (FTC&H) have recently completed their space needs study. The report makes recommendations for the current size the library should be based on current population and usage, as well as planning for future population growth. This factor of future population growth culminated in a total projected building space requirement of 39,138 square feet. The report includes three footprints of the recommended new building at both the current location of the library and two possible sites near the Walker Ice and Fitness center, but still remaining within the City of Walker Complex. They also estimate a cost for building a new library would be \$12,922,150, and this includes the building costs, furnishings, soft costs and fees. The full study has been included in the Board packet for review. More discussion is needed between FTC&H and the city to determine the exact next steps and whether a community center fits into this project or not. The option of combining space with the Walker Ice & Fitness Center should continue to be explored as there would be cost benefits in shared spaces, functions, and site placement.

WHAT'S GOING ON AT KDL

- **KDL SERVICE AND MEETING CENTER**

The Request for Proposal (RFP) for the Bookmobile and KDL van storage has begun. Missy Lancaster is currently working with TerHorst for help with specs for the building. TerHorst is providing KDL with RFP assistance and design ideas, but will have to bid the project just like any other company that would like the job. Plans are going to be reviewed by the Leadership Team in February with hopes of getting the RFP out to the public by February 22. The hope is that the RFP will be brought to the Board in April for approval.

The Service Center refresh has been going through many drafts in regards to the space planning. Everyone's feedback has been obtained and information will go back to Via for some revisions. The next meeting between the building committee and Via Design will be in late February.

- **BOOKMOBILE UPDATES**

The month of January came with a very irregular schedule due to Christmas and winter vacation, and weather closures. The bookmobile team had only one week of schools visits and one week of community stops. Visits went well, and the operators feel that work to invest in relationships has paid off. Time off was used mostly to rearrange and organize materials inside the vehicle, establish clear procedures, familiarize the operators with equipment, and initiate relationships for summer visits.

The weather presented challenges to the operation and storage of the vehicle, and the items inside, including technology, make evident the need to have a covered space to protect KDL's investment, which is in discussion.

The team made significant progress on the tools and technical support to collect data for the bookmobile project, which will satisfy the bookmobile grant. These efforts are also aligned with the Great Start Collaborative focus and staff are trying to get more involved with the collaborative and align activities.

• **LIBRARY OF THINGS**

Beyond Books Collection: Yuko Roberts completed the item attaching and processing of the seven vinyl circulating turntables for Plainfield, and the 38 remaining turntables that will be circulating at other KDL branches in the near future.

Other completed January projects from Yuko:

- Kindergarten, Grade 1 and Grade 2 Booster Packs for the Comstock Park branch
- 10 noise-cancelling headphones for PFD
- 32 iPads (CAL, CAS, & LOW)
- 20 Hotspots for ROC
- Launchpad replacements (10)

• **ITEMS PROCESSED: IMPRESSIVE STATISTIC**

Last year in January, 9561 items were processed. This January, 16,735 items were processed, which is a 75% increase from last year. Way to go, Collection Services Assistants!

• **IMMIGRANT INITIATIVES**

- **PHOTO LIBRARY CARD:** There are and will be continued conversations with community members regarding this initiative. This month, staff will meet with Susana Pacheco and New City Kids participants, who are interested in supporting this effort. Staff also had the opportunity to start a conversation with KDL lawyer Anne Seurnynck to discuss possible legal implications of the card and responses to questions.
- **BOOKS FOR DISPLACED CHILDREN:** The outreach team missed only one visit this month. These kids are eagerly expecting us. It is always a pleasure to share books, conversation and time with them. KDL has a faithful volunteer, Alex Leger, who is great in connecting with kids. This program is done in Spanish.
- **LANGUAGE ACCESSIBILITY INITIATIVES:** This month, staff held a conversation with the Hispanic Center of Western Michigan – mostly regarding the “Library of Things” – but also had the opportunity to speak about the interpretation initiatives. They have the opportunity to model the use of KDL’s resources to other agencies and provide feedback to the outreach team. The second year Workforce Development training for interpreters is starting in the month of February, and staff made connections that will become agreements in the future.

DIVERSITY AND INCLUSION WORK:

- The “Colors of KDL” will fit perfectly with the Year of Learning and has become a creative way to encourage employees to become the “face” of the communities they love and care for here in Kent County by attending community meetings focused on different underserved populations. A communication plan will be sent regarding this initiative.
- Seasonal Workers backpacks - The Poverty Simulation Training was rescheduled due to the weather. This initiative is framed around participant experience during the training. Liz Knapp and Sara Proano are hoping to coordinate dates with Missy Lancaster for launching the invitation.

DIVERSITY AUDIT

Sam Hodge recently attended a webinar on conducting a diversity audit. It was a manual process meant for a small collection such as a classroom. The Collection Development staff is going to attempt to automate this so there are clear statistics. They are planning to define what will be included in a diversity statistic, determine how to pull the report together, how to identify authors, if KDL wants to add tags in the catalog, and if vendors

have a list of authors or if staff should use subject headings to begin determining this. It is possible down the road to include this information in some version of What's Next for patron use. The hope is to start to pull this statistic this year and plan to improve the audit each year.

• **SPRING PROGRAMS**

Planning programs for spring 2019 is in full swing, with some major upcoming programs:

- For the second year, Money Smart Week programs are being sponsored by the West Michigan Edward Jones Foundation Fund of Grand Rapids Community Foundation. Seven branches are hosting Teen Game Nights and Pizza Parties where teens will play a finance-based game. The program is also going on the road to two schools through the KDL Bookmobile. Money Smart Week for adults will feature a financial talk with advisors from Edward Jones, along with food and a presentation from The Cheese Lady.
- KDL is partnering with the World Affairs Council of Western Michigan to host a series of programs on Oceans, Lakes and Streams. The Kentwood branch is hosting four speakers this spring covering the state of our oceans, the Great Lakes and more. Anna Clark, author of *The Poisoned City: Flint's Water and the American Urban Tragedy* is speaking on April 24.
- March and April will be big months for aspiring poets. The Write Michigan Annual Teen Poetry Contest has begun and teens can submit one or two poems by April 1, and can read their poem live at the Teen Poetry Slam at the Kentwood branch on Thursday, April 25. The branch is also hosting a Teen Poetry Workshop on Saturday, March 2, featuring four local poets as instructors.
- In addition to the Poetry Contest, KDL is partnering with Cedar Springs Public Library to host a series of Poetry Practice Workshops at Cedar Springs and the Tyrone Township, Nelson Township/Sand Lake and Spencer Township branches in April. The workshops are for different age groups and those who participate, along with other community members, can read their poems at the Poetry Reading program on April 30 at the Kent Theatre in Cedar Springs.

• **KDL SEED LIBRARY**

Donation seeds have been ordered for the 2019 seed season and will be added to the bulk seeds patrons turned in to branches. The brochure is being updated. Volunteer dates have been set so seeds can be divided into sample size packs for distribution this spring. The annual communication plan will be coming out this month to give staff more information (especially new staff) on this popular program.

• **FAMILY ARCADE AND MINI GOLF PROGRAMS**

The Kentwood branch hosted Family Arcade and Mini Golf programs over the holiday break. 636 patrons enjoyed playing a dozen different classic arcade and pinball games, as well as nine holes of mini golf in the children's area. Patrons also tried out KDL's new Silent Disco headphones, listening and dancing to music on wireless headphones. A set of 50 headphones is available for future KDL programming.

• **CLOUDLIBRARY DIGITAL COLLECTION**

KDL is planning quarterly meetings to review cloudLibrary tickets, feedback, and issues. This information will be shared with cloudLibrary staff and developers at a separate meeting. The first meeting in 2019 will focus on feedback from staff on the demo accounts using the new user interface.

Two specific issues are being followed up on:

- A request to fix the default sort on Android. Currently, the default when you look at a genre, such as Historical Fiction, does not list the most recent titles and some are in German. They tend to be older than 2015. The sort is set as "Publication Date (Newest)," but patrons get the same results as sorting by "Date Added (Newest)"

- A patron with visual impairments gave the library feedback staff will share with cloudLibrary on the poor color contrast available in the new user interface, along with the inability to enlarge the font size. This feedback will include recommendations since KDL Communication/Marketing Director Randy Goble has some experience with accessibility.

KATIE KUDOS

JENNIFER WHEATON (Facilities) - nominated by Sheri Glon because, "When I moved offices recently, I mentioned that I hoped my plant would like my new space better than the old one, where it got no natural light and was very droopy and sad-looking. While cleaning my office prior to the move, Jen installed a special plant-friendly light bulb in my desk light to make sure that my plant would thrive in the new environment. That's just one example of the many little things that Jen does to help keep the Service Center running smoothly and make life easier for the employees here :)"

MISSY LANCASTER (Facilities) - nominated by Sandy Graham because, "Even with the "who do I contact for" information, often I have a question I don't know who to direct it to ... and Missy is my default. She is always patient with me AND helpful. I am very grateful for everything she does in and OUTSIDE her job description."

KRISTEN VANDUSSEN (Kentwood) - nominated by Greg Lewis because, "When we fell a little short on volunteers, Kristen stepped up and donned the Katie L costume for our Happy Noon Year program. She also was willing to wear it back in the Spring when we did school visits promoting Summer Reading."



STAFF + PATRON RESPONSE STORIES

- **ALPINE** – "The mom who brings her son and baby daughter on Wednesday evenings told me they didn't realize we were closed last Wednesday, so they came and he was so upset that he cried! But she said they were on their way here today and he was saying how much he missed the library!"
- **CALEDONIA** – "A mom and son came in last night. They were here to sign up for Mission Read. Reading is a struggle, and though he's in 3rd grade he's reading at a lower level. He was feeling embarrassed because he's not reading what his friends are. Shelby was able to find him some of the books his friends are reading so he and mom can read them together, but she encouraged him to keep reading! Mom was thrilled that we're doing this program that gives an extra incentive for her son to read, especially since it's such a challenge for him."
- **PATRON SERVICES** – Jeremy Coldicott from Patron Service pulled up a help ticket from a patron who wanted to thank KDL for being proactive during the Big Bad Polar Vortex. It was very heartwarming to read. Here's what she shared: "Thank you KDL Library System and Workers for your kindness and mercy in extending due dates for library items! I really appreciate one less reason to stress out about going out in the cold and terrible roads. Glad I stocked up on wonderful library materials the day before the storm hit! Our family made it through The Polar Vortex of 2019 safely and happily, hope you all did as well!
I really appreciate all you do for our communities in thoughtfulness and strategic consideration. I'm impressed at what's happening – just about every weekly trip to a branch location, I find out something new you're doing! Keep up the good work!"

UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., March 21, 2019	4:30 PM	KDL Service Center
KDL Regular Board Meeting	Thurs., April 18, 2019	4:30 PM	KDL Service Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Wed., May 15, 2019	1:00 PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
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
Megan Lawson	Shelver – Plainfield Township	January 18

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Nicole Loftis	Substitute Circulation Assistant	Circulation Assistant - WYO	February 4

DEPARTURES	POSITION	EFFECTIVE
Samantha Jewett	Circulation Assistant – East Grand Rapids	February 21
Adam Oster	Adult Librarian - Kentwood	February 22

OPEN POSITIONS	TYPE
Patron Services Associate – Service Center (3 positions)	Full-time
Patron Services Associate – Service Center	Part-time
Shelver - Wyoming	Part-time
Shelver – Cascade Twp. Branch	Part-time
Outreach Specialist – Service Center	Part-time
Substitute Circulation Assistant Pool – Various	Temporary
Adult Librarian - Kentwood	Full-time

EMPLOYEE ANNIVERSARIES (MARCH)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Margaret McDaniel	Plainfield Township	38 years
Sandra Graham	Alto/Englehardt	33 years
Karen Dykstra	Grandville	22 years
Mary Long	Englehardt	19 years
Diane Damuth	Human Resources	15 years
Joshua Bernstein	Grandville	11 years
Angelica Stout	Human Resources	10 years
Bradley Allen	Collection Services	9 years
Melody Kastanek	Englehardt	9 years
Hollis Goulet	East Grand Rapids	8 years
Catherine Stanley	Gaines Township	7 years
Aaron Thomas	Collection Development	7 years
Abby D'Addario	Wyoming	5 years
Laura Youells	Comstock Park	5 years
Janine Elliott	Collection Services	4 years
Jeanine Frazier	East Grand Rapids	4 years
David Palma	Cascade Township	4 years
Norman Pearce	Substitute Information Staff	4 years
Autumn Shattuck	Kentwood	4 years
Kristen Vandussen	Kentwood	4 years
Jennifer Furner	Kentwood	3 years
Hatka Kecalovic	Substitute Information Staff	3 years
Barbara Schantz	Walker	3 years
Jared Seigel	Patron Services	3 years
Patricia Volkhardt	Walker	3 years
Christine Wagenfuehr	Substitute Information Staff	3 years
Anne Bartsch	Alpine Township	2 years
Jacquelyn Boss	Comstock Park	2 years
Jaqueline Jurgens	Patron Services	2 years
Aimee Jodoin	Kentwood	2 years
Wendy Kuzma	Substitute Information Staff	2 years
Adam Marth	Wyoming	2 years
Claire Horlings	Fund Development	1 year
Sara Proano-Motta	Community Engagement	1 year
Brittany Zuehike	Cascade Township	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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

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

MEMORANDUM

TO: KDL Board of Trustees
FROM: Missy Lancaster
DATE: February 14, 2019
RE: Bookmobile Storage

KDL has owned two company vans since 2015, and now with the delivery of the Bookmobile, all three vehicles are being stored outside and are exposed to the elements. The elements to pose a very real threat to KDL's vehicle assets: in early 2018, a sheet of ice slid from the Service Center Roof and smashed the windshield of one van, which was consequentially unavailable for use for two weeks due to repairs. We want to prevent this type of accident occurring again, especially to the Bookmobile, which would have a great impact on the community if out of commission. Considering the Bookmobile's many mechanical and technological features, exposing it to moisture and extreme temperatures jeopardizes the functionality of these, and greater efforts should be made to preserve and protect them.

KDL is seeking an addition of a garage-type structure to house the vehicles, outfitted with additional storage, desk spaces, a bathroom, as well as mechanical, electrical, and plumbing. It is important to maintain the investments that KDL and partners have made in the vehicles, and the structure would provide bookmobile employees a place to work. Currently the Community Engagement Team and Bookmobile employees are loading materials in the elements, the Bookmobile materials are being stored in one of the hallways at the Service Center, and their workstations are half way across the Service Center. Not only will the new space provide needed storage for their department but for other departments as well. Although the Service Center is planning on a refresh the available storage space within the Service Center is minimal and this will create another area where departments can store materials.

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

 w w w . k d l . o r g

Schedule of the RFP for Construction of the Bookmobile and Vehicle Storage at the KDL Service and Meeting Center	
RFP for Vehicle Storage at the KDL Service and Meeting Center posted	Friday, February 22, 2018
Advertisement for RFP appearing on <i>MLive</i>	Sunday, February 24, 2019 and Sunday, March 3, 2019
Mandatory Site Tour (available for measurements, pictures and questions, etc.)	Tuesday , March 5, 2019 (10:00 a.m. EST)
Deadline for proposal questions and bid opening	Monday, March 18, 2019 (2:00 p.m. EST)
Addendums posted to KDL website	By 5:00 p.m. on Wednesday, March 20, 2019
Deadline for proposal submission	Monday, March 25, 2019 (2:00 p.m. EST)
RFP responses evaluated and Potential interviews	March 27 – March 29, 2019
RFP presented to the Board	April 18, 2019
Letters to non-selected and selected proposer(s) sent	Immediately after Board approval of proposal
Begin construction	Immediately after Board approval of proposal

KDL POLICY MANUAL

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Section 1: Collection and Reference

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- 1.2 [Gifts](#)
- 1.3 [Intellectual Freedom](#)
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- 1.6 ~~[Intra-Library Loan](#)~~ Shared Collection
- 1.7 [Inter-Library Loan](#)

KDL Policy 1.1

MATERIALS SELECTION

Last Revised 4-21-16

The purpose of this policy is to: (1) serve as a guide for the librarians of Kent District Library in the process of materials selection; and (2) inform the public of the principles upon which selections for the Library are made. Basic to this policy is the [Library Bill of Rights](#) as affirmed by the Kent District Library Board of Trustees.

Kent District Library strives to provide current and factual information to supplement and enrich individual learning, and to provide materials for recreational reading and other leisure time activities. This information should be readily available to the total community regardless of gender, age, education, language, religion, ethnic and cultural background, or mental and physical ability.

STANDARDS FOR SELECTION

Kent District Library is a popular materials library and maintains a varied and up-to-date collection. It attempts to acquire materials of both current and lasting value. Since one library cannot afford all the available materials, it must employ a policy of selectivity. The Library Director has the overall responsibility for the selection and development of the materials collection according to the principles established by the Materials Selection Policy and other approved policies and procedures. In practice, the responsibility for materials selection is shared with other staff.

Materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, social significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on the subject, availability elsewhere, and quality and suitability of format.

Fiction – The Library maintains a representative collection of novels and works of fiction to satisfy a wide range of tastes. Ideas of literary merit vary greatly with individuals. Therefore, the Library purchases fiction in many categories.

Non-Fiction – The Library attempts to provide a large general collection of reliable materials embracing the broader fields of knowledge. Legal and medical works will be selected to the extent that they are useful to the lay person.

Juvenile – Materials are selected to encourage children and families to discover the joy of reading. In order to meet the varied abilities and interests of children, the collection includes materials covering a wide range of knowledge and reading levels. The illustrations in books for young people are given as much critical attention as the literary quality of fiction.

Media – The Library recognizes its responsibility to provide access to information, cultural enrichment and recreation through as wide a variety of media as possible. Media is evaluated by the same criteria as printed materials. As new technologies are developed, the Library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

CHANGE

Digital Materials – Digital items such as eBooks and eAudiobooks shall be selected using the same criteria as printed materials as described above.

Online Databases – The Library makes available a variety of online resources purchased to supplement and enhance the Library's collection. These resources are evaluated on the basis of timeliness, ease of use, and ability to meet patrons' information needs.

Objects – A variety of objects will be added to the library's collection and made available to patrons. Objects are ~~chosen to offer people a discovery experience with~~ selected to allow patrons to experience¹ new technology or large price items for which they wouldn't have need for regular use. These objects are evaluated on their benefit to the community as well as the desire to increase people's access to technology that they wouldn't otherwise have. Twenty-first century literacy will be based more and more on people's knowledge and experience with new and emerging technology.

1. Awkward syntax and unnecessarily wordy: reworded

CHANGE

KDL Policy 1.2

GIFTS

Last Revised 7-18-13

Kent District Library may legally receive gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.). KDL accepts monetary gifts as well as certain gift materials that reflect the Library's strategic plan. Gifts must be unconditional and non-returnable to be used for the good of the Library System as a whole and housed in the most appropriate location. Gifts of money are acknowledged formally by the Kent District Library Director **and/or the Development Manager¹**.

Gifts for the Collection

Gift materials to be added to the Kent District Library collection must meet the Library's needs and the general standards of selection, and be based on the Kent District Library Materials Selection Policy. Any large donations of materials which would comprise a unique or coherent collection would be subject to restrictions as determined by the Kent District Library Board of Trustees.

Gift materials not accepted into the Library collection may be disposed of at the staff's discretion. Gift materials accepted into the collection may be disposed of without notification to the donor. No monetary appraisal is made of materials donated for the collection. The quantity of gift materials may be acknowledged for tax purposes at the request of the donor.

Gifts of money, including memorial gifts, for the purchase of collection materials are accepted by the Library with the understanding that the Library retains the right to select materials it deems appropriate for the collection.

Other Gifts

Gifts other than collection materials are reported at their estimated fair market value at the time of donation and recorded according to Kent District Library's Fixed Assets Policy.

1. **Policy changed to reflect actual current procedure: gift letters are signed by Library Director and/or Development Manager.**

CHANGE

KDL Policy 1.3

INTELLECTUAL FREEDOM

Last Revised 4-21-05

Kent District Library supports the principles of intellectual freedom adopted by the American Library Association and stated in the [Library Bill of Rights](#).

The Library assures equal access to all library resources by patrons within the constraints of Michigan law. Patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Parents or legal guardians have the right and the responsibility to restrict the access of their children to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians cannot assume the role of parents or the functions of parental authority.~~in the private relationship between parent and child.~~⁺

2. Awkward syntax and unnecessarily wordy: removed latter half of sentence.

KDL Policy 1.4

COLLECTION MAINTENANCE

Last Revised 4-21-16

Kent District Library staff routinely evaluates the collection and removes materials in accordance with KDL's weeding guidelines. These materials include those that are worn out, out of date, no longer needed in the quantity originally purchased, no longer circulating, or in formats that have become obsolete.

CHANGE

KDL Policy 1.5

REFERENCE AND RESEARCH

Last Revised 3-17-11

Patrons' questions will receive courteous, prompt, and high-quality¹ service responses with complete confidentiality.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. ~~The-s~~ Staff may not evaluate or interpret the information provided nor may ~~the~~² staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. Patrons will be advised to consult with a professional from the above listed fields for additional information or advice.

1. Small grammatical change: hyphenate compound adjective
2. For consistency throughout the policy, the word "the" has been eliminated when referring to staff.

CHANGE

KDL Policy 1.6

~~INTRA-LIBRARY LOAN~~ SHARED COLLECTION¹

Last Revised 1-19-18

Kent District Library offers a shared collection whereby most materials travel between all KDL Branches. This practice is necessary to offer patrons access to the full range of the KDL collection and for the efficient use of system-wide resources.

1. Section renamed to reflect language commonly used in the branches, and to give additional clarity between intra and inter-library loans. Staff refer to the floating collection as the shared collection rather than the intra-library loan.

CHANGE

KDL Policy 1.7

INTER-LIBRARY LOAN

Last Revised 3-17-11

Inter-library loan transactions, in which materials are made available from Kent District Library to another library outside of KDL (or vice versa), are an essential library service to patrons. Kent District Library agrees to participate in inter-library loan to and from other libraries. A fee may be charged for this service **in specific cases**¹. Certain types of materials may not be available through inter-library loan.

1. More specific language added



MEMORANDUM

TO: KDL Board of Trustees

FROM: Brian L. Mortimore

DATE: February 5, 2019

RE: First Amendment to the KDL Retirement Plan, 457/401(a)

The HR Team discovered an error in the plan documents for the recently revised 457/401(a) plan documents. Specifically, the HR Department has long recognized that payments for unused sick time and unused vacation time do not factor into matching contributions for those who are retiring, rather, matching contributions are limited to employee withholdings from their base compensation.

Correcting this problem requires a formal action by the Board of Trustees. The Formal Record of Action is attached. Once acted upon in the Board Meeting, I will share a copy with our third-party provider and add the amendment to the "Amendments" section of our plan document.

KDL's third-party preparer, Kushner and Company, extends their apologies for the oversight.

KENT DISTRICT LIBRARY FORMAL RECORD OF ACTION

The following is a formal record of action taken by the governing body of Kent District Library (the "Company").

With respect to the amendment of the Kent District Library Enhanced Retirement Savings Plan (the "Plan"), the following resolutions are hereby adopted:

RESOLVED: That the Plan be amended in the form attached hereto, which amendment is hereby adopted and approved;

RESOLVED FURTHER: That effective July 1, 2018, the definition of Compensation will be "Base Compensation" and not "W-2" compensation

RESOLVED FURTHER: That the appropriate officers of the Company be, and they hereby are, authorized and directed to execute said amendment on behalf of the Company;

RESOLVED FURTHER: That the officers of the Company be, and they hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports documents or other information as may be required under applicable law.

Dated this _____ day of _____, 2018.

Allie Bush Idema, KDL Board Secretary
