



KDL®

**BOARD OF TRUSTEES
MEETING PACKET**

03

MARCH 2019

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BOARD OF TRUSTEES MEETING AGENDA

LOCATION

KDL Service & Meeting Center (814 West River Center Dr NE, Comstock Park, MI 49321)

DATE

Thursday, March 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 – February 21, 2019
 - C. Request for Late Closing of the Grandville Branch at 9:00 PM on Friday, April 26, 2019 to accommodate the City of Grandville’s Annual Art and Chocolate Walk.
 - D. Request for Closing of the Walker Branch at 2:00 pm on Friday, April 19, 2019 to accommodate City of Walker carpet cleaning request.
- VI. Finance Reports – February 2019
- VII. Lakeland Library Cooperative Report
- VIII. Director’s Report – February 2019
- IX. New Business
 - A. KDL Service Center Redesign Update
 - B. KDL Policy Manual – Section 2: Circulation
 - C. Issue Analysis: Overdue Fine Elimination (*First Reading*)
- X. Liaison Representative Comments
- XI. Public Comments**
- XII. Board Member Comments
- XIII. Meeting Dates

Regular Meeting: Thursday, April 18, 2019 – KDL Meeting Center – 4:30 p.m.
- * XIV. Adjournment

* *Requires Action*

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

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

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

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

DATE

Thursday, February 21, 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: Michelle Boisvenue-Fox, Jaci Cooper, Lindsey Dorfman, Randy Goble, Sandra Graham, Morgan Hanks, Claire Horlings, Melissa Lancaster, Crystal Logan-Syrewicze, Brian Mortimore, Laura Powers, Kurt Stevens, Kaitlin Tang, Henrietta Vandraager, Lance Werner

GUESTS PRESENT: None

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 – 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.

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

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

VI. BRANCH MANAGER UPDATE – KAITLIN TANG

- Ms. Tang, branch manager of both Plainfield and Spencer, thanked everyone for coming and happily announced that the Plainfield branch is fully staffed for the first time since her arrival as manager.
- The Plainfield team has gone through a transformation, from first accepting the concept of a shared manager, to fully welcoming and becoming "Spence-field" with the Spencer team, and finally to creating a welcoming and positive culture at the branch for both patrons and staff. This has been made possible through different techniques devised as a team, mainly dealing

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with purposeful communication. Staff works at communicating with each other and utilize just about every means possible from face-to-face communication, regular staff meetings, daily huddles, face-timing, weekly emailed updates, to Post-It Note messages. Because of these easy lines of communication, the team is more open to new ideas, changes, and up for testing and trying out just about anything.

- Ms. Tang and Ms. Hanks recently attended the Lakeland Library Cooperative All Staff Conference at the Service Center and the topic for the day was change management. At one point during the conference the room was posed the question “How do you remain positive?” Ms. Tang said it is sometimes hard to remain positive, but when she is not positive or down, or having a hard time, the team lifts her up. When she could answer the question, “How do I remain positive?” with “My team” as the answer, she knew they had arrived at a great place.
- This past weekend, the Plainfield branch hosted a Needle Drop Party to introduce KDL’s Vinyl Collection to the public. The program was an incredible success, with well over 250 patrons joining in the festivities. Within two days, all of the turntables were checked out and patrons have been raving about the collection. Thank you to Michelle, Stacy and the entire Collections Development and Collections Services teams for helping to make this possible.
- Plainfield staff is out in the community - and inviting the community in - with Speak to a Geek at local senior centers, craft programs and social activities at the branches, regular story times, and preparing for and promoting Mission: Read!
- Since Ms. Tang’s arrival, there have been some amazing building updates: the addition of a book nook, the relocation of large print, a new KDL lab experience space, updates to staff bathroom stations, and new furniture in the music lounge. Staff works to continually beautify the space.
- On Ms. Tang’s wish list for the branch is a new roof. For the last 25 years, Plainfield has had a roof leak that comes through the magazine and easy reader areas. Staff have consulted with different roofing companies and it has “stumped” the architecture firm they worked with.

VII. FINANCE REPORTS – January 2019

- The Director of Finance gave a brief overview of the January cash report and revenues and expenditures. Cash appears to be up \$750k from the prior year. Revenues appear to be down \$3.2M% from the prior year, which is likely due to timing: KDL had many weather-related closings and delays the last week of January. Checks received after reopening were posted in February rather than January. Payments were also likely delayed from senders as well because the weather also impacted many other local businesses’ and organizations’ open hours. KDL is 8.3% through the fiscal year, and used 10.9% of budgeted expenditures due to annual expenses recorded in January.
- The largest check written for January was to Bibliotheca for cloudLibrary e-content.

Motion: Mr. Erlewein moved to receive and file January 2019 finance reports as presented.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

- Ms. Bruursema noted that there were no motion items for the February 14 LLC Board meeting, but made mention of the LLC Monthly Snapshot and the Cooperative Director’s First Year Reflections discussions, and announced that the LLC received a clean, clear audit.

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IX. DIRECTOR'S REPORT – January 2019

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

- Director Werner called Ms. Horlings up to give an update on the donor packets for Literary Libations. Proceeds from Literary Libations will benefit programs and outreach. Ms. Horlings announced that KDL received a check from the Plainfield Library Friends to purchase a table for the event. Ms. Horlings thanked Ms. Tang and Ms. Hanks for ensuring the Plainfield Friends members feel affirmed, valued, and trusted. Additionally, the Plainfield friends made a pledge for a scholarship for the Career Online High School, along with the East Grand Rapids Friends.
- Director Werner, Ms. Cooper, Ms. Dorfman, Mr. Goble, and Mr. Mortimore recently attended the ALA Midwinter Conference in Seattle and helped Director Werner campaign for ALA President. Director Werner spoke about his campaign and takeaways from the conference.
- Mr. Mortimore introduced Ms. Logan-Syrewicze and Ms. Graham, and spoke about KDL's new manager-in-training program. Ms. Graham, the Alto Branch Manager, was recently named a shared branch manager and will now also manage the Englehardt Branch in Lowell. Mr. Mortimore spoke about the shared management. The new manger-in-training program gives KDL the opportunity to leverage the talents of its people and promote internal growth opportunities. This will give staff the tools and experience to see if they would be a good fit for management, and gives them more of a holistic view of how the organization functions. Ms. Logan-Syrewicze gave a testament to her experience thus far. She will be one of the branch managers in training this year for the Englehardt branch. The program has received a lot of positive feedback so far.
- Director Werner called Ms. Dorfman and Ms. Vaandrager up to present on Mission Read. Ms. Dorfman gave some background information on the Michigan third grade reading problem and the needs that made Mission: Read! come into fruition. Mr. Werner met with the Literacy Center of West Michigan and local community members and decided to team up to solve this problem to help support the families of struggling readers. KDL trained all staff on the third grade reading laws and created resources and a reading incentive program. Ms. Vandraager, a very talented Youth Specialist at KDL, is part of the task force to create the program. Ms. Vandraager showed a video from the Mission: Read! website, explained the program's details and thanked everyone who was involved in this great effort.

The Board asked questions of staff and staff responded.

X. NEW BUSINESS

A. Books for Texas Update and Video

- Mr. Mortimore showed a video that KDL's Creative Media Specialist, David Specht, made to capture the whole process of KDL's response to the cause: collecting the books, storing and sorting the books, and finally, sending the books to Port Arthur Texas after their library and materials were ravaged by Hurricane Harvey. The video not only served as a recap, but also as an artifact of the KDL culture that promotes kindness.

B. KDL Service & Meeting Center Redesign Update

- Ms. Dorfman showed a presentation recapping the background for the KDL Service & Meeting Center Redesign and reiterated the need for an update after not having done so for 20 years. Ms. Dorfman handed out the September Issue Analysis as a refresher and walked the Board through some concerns in details with photos: proximity issues, space issues, workflow issues, flooring issues, lighting issues, restroom issues, leak-related damage, wall issues, doorways and insufficient thresholds, meeting area issues, furniture issues, electrical issues,

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and age issues. Furniture should be replaced every 7-10 years, walls should be repainted every 2-3, and carpet should be replaced every 5-7.

- Via Design met directly with every department Director and Manager to gather information to synthesize and begin Phase 1, where layout and adjacencies are determined. KDL's goal is to get staff what they need in the most fiscally responsible manner. Right now, the project is estimated at about \$1-2.5 million. Ms. Powers spoke about the fund balance's role in the project: KDL has \$2-3 million dollars over the required minimum balance of 15-20%, so some of those dollars would be available for use.

C. KDL Policy Manual – Section 1: Collections and Reference (First Reading)

Motion: Mr. Myers moved to approve the policy manual changes to section 1 as presented.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

D. Resolution: Amendment 1 to KDL Retirement Plan (Roll Call Vote)

- Mr. Mortimore further explained a memo that was included in the board packet about the error that the KDL HR Department caught in the labor contract. Correction of the error, which regarded how unused sick and vacation time factor into matching contributions, requires formal board action.

Motion: Mr. Noreen moved to adopt amendment 1 to the KDL Retirement Plan as presented.

Support: Supported by Mr. Erlewein.

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Ms. Idema – Absent

Mr. Myers - Yes

Mr. Noreen – Yes

Ms. Oliver – Yes

Ms. Weller – Yes

RESULT: Motion Carried 7-0.

XI. LIAISON REPRESENTATIVE COMMENTS – None.

XII. PUBLIC COMMENTS – None.

XIII. BOARD MEMBER COMMENTS - None.

XIV. MEETING DATES

Regular Meeting: Thursday, March 21, 2019 – KDL Service & Meeting Center – 4:30 p.m.

XV. ADJOURNMENT

Motion: Mr. Myers moved for adjournment at 6:18pm.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.



Administrative Approval for Distribution



Kent District Library
Information. Ideas. *Excitement!*

Alpine Twp. Branch

Alto Branch

Byron Twp. Branch

Caledonia Twp. Branch

Cascade Twp. Branch

Comstock Park Branch

East Grand Rapids Branch

Englehardt Branch

Gaines Twp. Branch

Grandville Branch

Kentwood (Richard L. Root)
Branch

Krause Memorial Branch

Nelson Twp./Sand Lake Branch

Plainfield Twp. Branch

Spencer Twp. Branch

Tyrone Twp. Branch

Walker Branch

Wyoming Branch

KDL Service
and Meeting Center
814 West River Center Dr. NE
Comstock Park, MI 49321

616-784-2007
18 locations, 1 convenient
phone number.
Long distance call
1-877-243-2466

www.kdl.org

March 5, 2019

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

Dear Board of Trustees:

Every April the City of Grandville holds a very popular event called the Art and Chocolate walk to help showcase art (both children's and adult) throughout venues in downtown Grandville, while providing some chocolate treats to participants. This year the event will be on Friday, April 26 from 5:00pm to 9:00pm. Typically the Grandville branch would close at 6:00 pm on a Friday.

We have acted as a venue for this event past years, previously just keeping the lobby open, but the last 2 years we were approved to stay open until 9:00pm that night to provide full library access during the event. This was a big success as we had hundreds of people come through the event that night, many of whom were new to the library. This gave people an opportunity, not just to enjoy the art and chocolate, but to also explore the library, sign up for library cards, and learn more about all of the services we offered.

As such, with community spirit in mind, I am requesting that we keep the library open during the event again this year and close at 9:00 pm on Friday, April 29. This will provide a great opportunity to partner with the city and provide excellent service to the community. All library services will be available during this time. KDL will not incur additional staffing costs to remain open these extra 3 hours as I will modify the branch staffing schedule throughout the week to accommodate this change.

Thank you for considering this request.

Sincerely,

Josh Bernstein
Grandville Branch Manager

cc: Lance Werner, KDL Director



Tuesday, March 19, 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 Walker Branch at 2:00 pm on Friday, April 19, 2019. This would be three hours earlier than our normal closing time.

The City of Walker would like to give a thorough cleaning to the carpet throughout the building. They want time to lift and move furniture and clean the carpet and fabric chairs in both the public and staff areas. The Department of Public Works would like to have the Walker branch closed on Friday, April 19, 2019 at 2:00 PM to have a professional company come in and perform the cleaning and drying on the carpet.

The branch would reopen with the regular hours on Saturday, April 20. I am requesting that the KDL Board of Trustees close the Walker Branch early to complete this cleaning.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Craig M Buno". The signature is written in a cursive style.

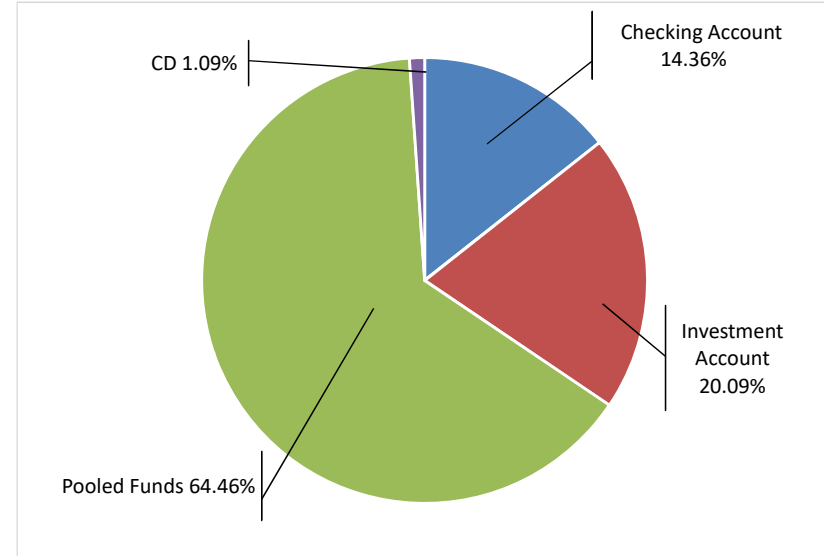
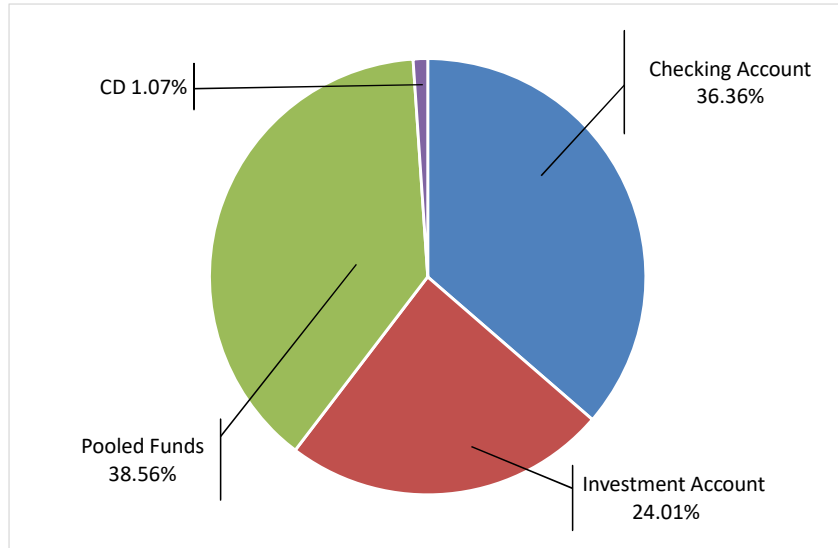
Craig Buno
Walker Branch Manager

CC: Lance Werner, KDL Executive Director

Information. Ideas. *Excitement!*



Monthly Cash Position Per Bank Month ended February 28



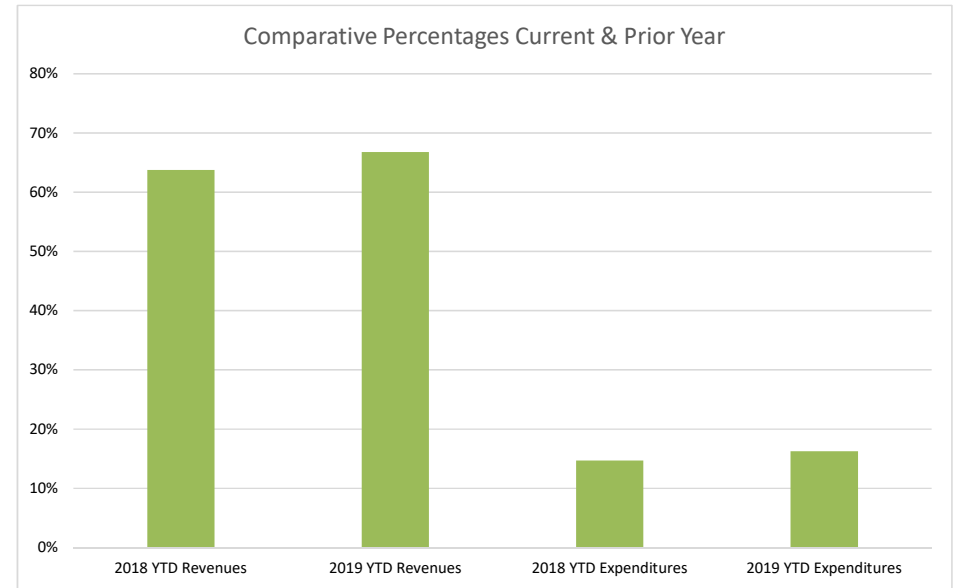
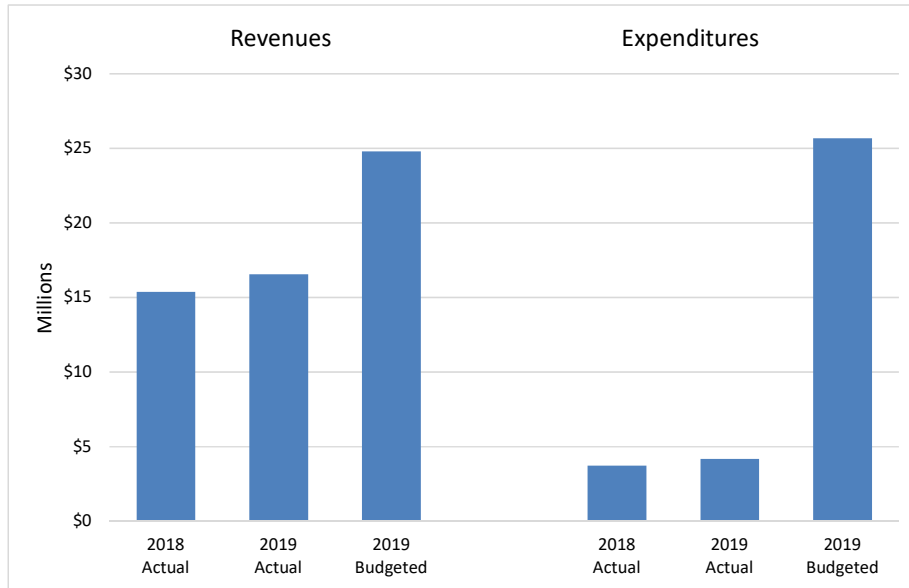
2019	
Account	Amount
Huntington Checking Account	\$8,967,644.61
Huntington Investment Account	\$5,921,463.26
*Kent County Pooled Funds	\$9,509,901.71
First National Bank	\$264,349.55
	<u>\$24,663,359.13</u>

2018	
Account	Amount
Huntington Checking Account	\$3,405,003.86
Huntington Investment Account	\$4,764,275.44
*Kent County Pooled Funds	\$15,286,166.57
First National Bank	\$259,428.68
	<u>\$23,714,874.55</u>

* Includes Trust Pooled fund balances

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

Monthly Revenues and Expenditures Month ended February 28



Budget to Actual with Prior Year Comparison

Revenues

2018 Actual	\$	15,381,407
2019 Actual	\$	16,567,434
2019 Budgeted	\$	24,806,481

Expenditures

2018 Actual	\$	3,712,546
2019 Actual	\$	4,181,151
2019 Budgeted	\$	25,689,962

Comparative Percentages Current & Prior Year

Account

Amount

2018 YTD Revenues	63.8%
2019 YTD Revenues	66.8%
2018 YTD Expenditures	14.7%
2019 YTD Expenditures	16.3%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 2/28/2019
(In Whole Numbers)

	YTD Actual	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	16,427,239	22,093,560	(5,666,321)	(26)%
Penal Fines	0	797,644	(797,644)	(100)%
Charges for Services	41,226	100,000	(58,774)	(59)%
Interest Income	18,216	76,000	(57,784)	(76)%
Public Donations	40,739	442,000	(401,261)	(91)%
Other Revenue	40,014	663,210	(623,197)	(94)%
State Sources	0	634,067	(634,067)	(100)%
Total Revenues	16,567,434	24,806,481	(8,239,047)	(33)%
Expenditures				
Salaries and Wages	1,524,902	11,753,570	10,228,669	87 %
Employee Benefits	782,324	3,732,138	2,949,814	79 %
Collections - Digital	550,996	1,539,498	988,502	64 %
Collections - Physical	351,185	2,121,387	1,770,201	83 %
Supplies	57,966	779,255	721,289	93 %
Contractual and Professional Services	414,904	1,776,121	1,361,216	77 %
Programming and Outreach	20,968	333,277	312,309	94 %
Maintenance and Utilities	387,642	1,999,046	1,611,404	81 %
Staff Development	11,590	257,883	246,294	96 %
Board Development	0	14,833	14,833	100 %
Other Expenditures	78,474	781,730	703,256	90 %
Capital Outlay	200	601,224	601,024	100 %
Total Expenditures	4,181,151	25,689,962	21,508,811	84 %
Excess Revenue Over (Under) Expenditures	12,386,283	(883,481)	13,269,763	(1,502)%

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 1/1/2019 Through 2/28/2019
(In Whole Numbers)

	YTD Actual
Revenues	
Charges for Services	10,000
Total Revenues	10,000
Expenditures	
Salaries and Wages	1,343
Employee Benefits	336
Contractual and Professional Services	5,000
Maintenance and Utilities	200
Other Expenditures	2,126
Total Expenditures	9,005
Excess Revenue Over (Under) Expenditures	995

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 2/28/2019
(In Whole Numbers)

	YTD Ending February 28, 2018	YTD Ending February 28, 2019	Total Variance
Revenues			
Property Taxes	15,297,384	16,427,239	1,129,855
Charges for Services	51,465	41,226	(10,239)
Interest Income	25,074	18,216	(6,858)
Public Donations	1,609	40,739	39,130
Other Revenue	4,352	40,014	35,662
State Sources	1,524	0	(1,524)
Total Revenues	15,381,407	16,567,434	1,186,027
Expenditures			
Salaries and Wages	1,449,951	1,524,902	74,950
Employee Benefits	683,430	782,324	98,894
Collections - Digital	477,897	550,996	73,100
Collections - Physical	264,815	351,185	86,370
Supplies	76,109	57,966	(18,143)
Contractual and Professional Services	119,023	414,904	295,881
Programming and Outreach	21,737	20,968	(769)
Maintenance and Utilities	377,971	387,642	9,671
Staff Development	41,791	11,590	(30,201)
Other Expenditures	130,224	78,474	(51,750)
Capital Outlay	69,598	200	(69,399)
Total Expenditures	3,712,546	4,181,151	468,605
Excess Revenue Over (Under) Expenditures	11,668,861	12,386,283	717,422

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2019 Through 2/28/2019
(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	8,180,584	16,388,062	21,899,031	(5,510,970)	(25)%
4412 Delinquent personal property taxes	573	1,252	33,349	(32,097)	(96)%
4432 DNR - PILT	0	0	11,000	(11,000)	(100)%
4437 Industrial facilities taxes	31,192	37,926	150,180	(112,254)	(75)%
Total Property Taxes	8,212,348	16,427,239	22,093,560	(5,666,321)	(26)%
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	8,251	12,846	50,000	(37,154)	(74)%
4658 Overdue fines	10,636	19,165	25,000	(5,835)	(23)%
4660 Other Patron Fees	1,112	1,112	0	1,112	0 %
4685 Materials replacement charges	4,043	8,103	25,000	(16,897)	(68)%
Total Charges for Services	24,042	41,226	100,000	(58,774)	(59)%
Interest Income					
4665 Interest earned on deposits and investments	17,431	17,992	75,000	(57,009)	(76)%
4666 Interest Earned - Property Taxes	156	224	1,000	(776)	(78)%
Total Interest Income	17,587	18,216	76,000	(57,784)	(76)%
Public Donations					
4673 Restricted donations	33,582	39,705	162,000	(122,295)	(75)%
4674 Unrestricted donations	207	1,034	280,000	(278,966)	(100)%
Total Public Donations	33,789	40,739	442,000	(401,261)	(91)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	580,653	(580,653)	(100)%
4583 Contributions from public schools	0	34,907	63,057	(28,150)	(45)%
4667 Building rental	2,985	3,705	15,000	(11,296)	(75)%
4668 Royalties	369	726	3,000	(2,274)	(76)%
4688 Miscellaneous	503	676	1,500	(824)	(55)%
Total Other Revenue	3,857	40,014	663,210	(623,197)	(94)%
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	8,291,623	16,567,434	24,806,481	(8,239,047)	(33)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	240	450	3,720	3,270	88 %
5701 Administrator wages	51,415	138,819	931,002	792,183	85 %
5702 Managers wages	116,783	279,874	2,327,601	2,047,727	88 %
5703 Support Staff wages	240,848	563,396	4,573,333	4,009,937	88 %
5704 Operations	191,057	464,108	3,439,863	2,975,755	87 %
5705 Interns	347	976	64,732	63,756	98 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2019 Through 2/28/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
5706	Extra duty stipends	0	0	20,000	20,000	100 %
5707	Temporary Help	0	0	3,000	3,000	100 %
5708	Subs	37,406	78,318	390,320	312,001	80 %
5710	Contra Salaries and Wages - Consulting Admin	(520)	(1,040)	0	1,040	0 %
	Total Salaries and Wages	637,575	1,524,902	11,753,570	10,228,669	87 %
	Employee Benefits					
5709	FICA	46,800	112,706	894,696	781,990	87 %
5717	Defined Contribution Pension Plan Contributions	22,821	54,220	602,022	547,803	91 %
5718	Employee Health Benefits	112,254	212,789	1,426,951	1,214,161	85 %
5719	Part-time Employee Health Benefits	15,760	31,280	200,000	168,720	84 %
5720	HSA/Flex	(9)	342,806	377,740	34,934	9 %
5723	Retiree Health Care OPEB	150	670	2,084	1,414	68 %
5724	Life Insurance	(5)	4,635	26,269	21,634	82 %
5725	Additional Life Insurance	2,288	6,028	22,940	16,912	74 %
5726	Housing Allowance	1,000	2,000	12,000	10,000	83 %
5727	Gradifi Student Loan Assistance	4,492	8,985	120,822	111,837	93 %
5728	YMCA Membership Support	130	220	3,120	2,900	93 %
5730	Other Employee Benefits	256	6,245	34,494	28,249	82 %
5735	Contra Employee Benefits - Consulting Admin	(130)	(260)	0	260	0 %
5842	Unemployment Claims	0	0	9,000	9,000	100 %
	Total Employee Benefits	205,806	782,324	3,732,138	2,949,814	79 %
	Collections - Digital					
5785	Cloud Library	0	227,031	880,000	652,969	74 %
5786	Hoopla	0	80,000	240,000	160,000	67 %
5787	Digital Collection	5,115	107,850	132,158	24,309	18 %
5788	Miscellaneous Electronic Access	80,929	136,115	287,340	151,225	53 %
	Total Collections - Digital	86,044	550,996	1,539,498	988,502	64 %
	Collections - Physical					
5791	Subscriptions	51,904	55,936	72,922	16,986	23 %
5815	KDL Cruisers	0	0	27,000	27,000	100 %
5871	Restricted Donation Expenditures-Branch Materials	735	8,169	12,000	3,831	32 %
5982	Collection Materials - Depreciable	110,401	197,426	1,231,070	1,033,644	84 %
5983	CD/DVD Collection Materials - Non-Depreciable	56,415	79,526	599,500	519,974	87 %
5984	Beyond Books Collection - Non-Depreciable	10,128	10,128	178,895	168,767	94 %
	Total Collections - Physical	229,583	351,185	2,121,387	1,770,201	83 %
	Supplies					
5750	Processing Supplies	9,376	16,399	173,855	157,456	91 %
5751	Office Supplies	966	2,260	49,741	47,481	95 %
5752	Paper	2,247	7,932	27,383	19,450	71 %
5753	AV Supplies	3,898	3,898	17,390	13,492	78 %
5754	Disposable Technology <\$1000	4,639	5,888	217,689	211,801	97 %
5755	Maintenance Supplies - Custodial	186	603	6,702	6,099	91 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2019 Through 2/28/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
5756	Water Cooler	533	533	9,530	8,997	94 %
5757	Meeting Center Supplies	398	811	4,000	3,189	80 %
5760	Technology Accessories	4,962	4,980	25,706	20,726	81 %
5764	All-staff Supplies	0	0	5,000	5,000	100 %
5765	Wellness Supplies	1,071	1,071	4,500	3,429	76 %
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	0	429	36,670	36,241	99 %
5769	Service Awards	0	1,171	6,400	5,230	82 %
5770	Other Awards/Prizes	550	5,944	106,450	100,506	94 %
5771	Beverages	378	378	8,750	8,372	96 %
5790	Books (not for circulation)	0	0	350	350	100 %
5799	Miscellaneous Supplies	613	1,423	20,502	19,079	93 %
5851	Mail/Postage	255	496	9,206	8,710	95 %
5900	Copier/Printer Overage Charges	2,163	3,752	45,932	42,180	92 %
	Total Supplies	32,233	57,966	779,255	721,289	93 %
	Contractual and Professional Services					
5792	Software	10,686	229,951	540,205	310,254	57 %
5801	Professional Services	0	0	168,700	168,700	100 %
5803	IT Consultant - Consulting Svcs.	6,073	6,073	185,000	178,928	97 %
5804	Other Consultants	43	43	34,890	34,848	100 %
5805	Audit Services	0	0	26,200	26,200	100 %
5806	Legal Services	76	76	21,500	21,424	100 %
5808	ILS Consultant	0	28,667	97,000	68,333	70 %
5809	Temporary Contracted Employees	4,261	4,261	0	(4,261)	0 %
5811	IT Contracted Services	2,300	3,868	67,980	64,112	94 %
5812	HR Contracted Services	23	364	2,000	1,636	82 %
5813	Delivery Services	8,192	17,665	138,560	120,895	87 %
5814	Security Services	1,184	2,168	53,085	50,917	96 %
5817	Lakeland Library Co-op services	0	932	5,000	4,068	81 %
5818	Shredding services	0	0	425	425	100 %
5819	Drug Screenings/background checks	0	120	3,500	3,380	97 %
5820	Other Professional Services	0	0	10,000	10,000	100 %
5823	Inspection Services	0	56	2,675	2,619	98 %
5827	Catering	0	0	21,225	21,225	100 %
5829	Custodial/cleaning services	430	430	18,300	17,870	98 %
5830	Other Contracted Services	4,606	4,606	44,333	39,727	90 %
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)	150	150	4,150	4,000	96 %
5890	ILS Fees	0	94,538	195,618	101,080	52 %
5891	Licenses and Fees	3,480	3,480	225	(3,255)	(1,447)%
5893	Marc Records License	460	635	7,500	6,865	92 %
5956	Other Benefits Administration Fees	313	1,633	5,000	3,367	67 %
5957	Pension Administration Fees	0	0	4,000	4,000	100 %
5958	Payroll processing fees	5,658	12,919	64,650	51,731	80 %
5960	Banking Fees	398	556	4,625	4,069	88 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2019 Through 2/28/2019
(In Whole Numbers)

	Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
5961 TSYS/Credit Card Fees	873	1,714	10,350	8,636	83 %
Total Contractual and Professional Services	49,205	414,904	1,776,121	1,361,216	77 %
Programming and Outreach					
5794 Outreach Supplies	534	1,057	25,957	24,900	96 %
5795 Programming Supplies	7,229	9,892	66,870	56,978	85 %
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	0	32	7,170	7,138	100 %
5865 Programming Services	0	2,486	42,460	39,974	94 %
5866 Youth Programming Services	0	0	7,400	7,400	100 %
5867 Teen Programming Services	500	500	900	400	44 %
5868 Adult Programming Services	0	0	15,500	15,500	100 %
5885 Speakers/Performers	2,250	7,000	139,125	132,125	95 %
5950 Airport Free Library	0	0	8,945	8,945	100 %
Total Programming and Outreach	10,513	20,968	333,277	312,309	94 %
Maintenance and Utilities					
5822 Maintenance Contracts	0	0	5,575	5,575	100 %
5848 Mobile Hotspots	1,403	1,403	12,100	10,697	88 %
5849 Cell Phones/ Stipends	2,415	3,375	30,041	26,666	89 %
5850 Telephones	4,117	5,293	75,000	69,707	93 %
5852 Internet/Telecomm Services	54,693	105,587	624,000	518,413	83 %
5918 Water/Sewer	0	374	3,800	3,426	90 %
5919 Waste Disposal	359	721	7,500	6,779	90 %
5920 Electric	4,637	4,637	68,000	63,363	93 %
5921 Natural Gas	1,009	1,009	15,000	13,991	93 %
5925 Snowplowing	3,947	4,444	15,000	10,556	70 %
5926 Lawn/Landscaping	0	0	2,273	2,273	100 %
5928 Branch Maintenance Fees	0	96,189	387,282	291,093	75 %
5929 Land Repair and Maintenance	0	0	5,200	5,200	100 %
5930 Building Repair and Maintenance	165	165	38,600	38,435	100 %
5931 Equipment Repair and Maintenance	1,874	6,579	18,180	11,601	64 %
5932 Vehicle Repairs and Maintenance	0	0	17,800	17,800	100 %
5933 Software & IT Hardware Maintenance Agreements	5,279	145,743	440,662	294,919	67 %
5934 Other Repair and Maintenance	0	0	250	250	100 %
5940 Rentals	2,295	3,615	166,127	162,512	98 %
5941 Printer/Copier Leases	7,558	8,707	66,656	57,949	87 %
5943 Contra Maintenance & Utilities - Consulting Admin	(100)	(200)	0	200	0 %
Total Maintenance and Utilities	89,651	387,642	1,999,046	1,611,404	81 %
Staff Development					
5910 Professional Development	1,526	2,526	95,742	93,216	97 %
5911 Conferences	4,250	5,475	32,950	27,475	83 %
5913 Travel/Lodging	2,419	3,589	129,191	125,603	97 %
Total Staff Development	8,195	11,590	257,883	246,294	96 %
Board Development					
5908 Board Development	0	0	3,595	3,595	100 %
5909 Board Travel/Lodging	0	0	11,238	11,238	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2019 Through 2/28/2019
(In Whole Numbers)

	Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
Total Board Development	0	0	14,833	14,833	100 %
Other Expenditures					
5759 Gas, Oil, Grease	83	83	19,500	19,417	100 %
5860 Parking	4	4	9,940	9,936	100 %
5861 Mileage Reimbursement	(980)	2,288	53,202	50,914	96 %
5870 Restricted Donation	8,045	9,832	150,000	140,168	93 %
Expenditures-Branch Misc					
5873 Website	21,581	21,824	109,318	87,494	80 %
5874 Employment Advertising	0	0	1,000	1,000	100 %
5875 System Advertising	3,426	11,208	82,540	71,332	86 %
5878 System Advertising - Social Media	(1,250)	0	0	0	0 %
5884 Photography	12	412	15,500	15,088	97 %
5901 Outsourced Printing & Publishing	0	0	37,084	37,084	100 %
5906 Promotions/Marketing	659	656	34,915	34,259	98 %
5912 Meetings	1,679	4,640	18,865	14,225	75 %
5915 Memberships	1,495	8,995	58,416	49,421	85 %
5916 Dues and Fees	150	1,435	6,466	5,032	78 %
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	0	8,954	11,760	2,806	24 %
5939 Workers Compensation Insurance	143	7,949	42,000	34,051	81 %
5955 Miscellaneous	40	40	7,500	7,460	99 %
5959 Sales Taxes	1	1	500	499	100 %
5964 Property Tax Reimbursement	109	109	35,975	35,866	100 %
5965 MEL Return Items	45	45	3,000	2,955	99 %
Total Other Expenditures	35,241	78,474	781,730	703,256	90 %
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)	0	228,250	228,250	100 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	200	200	58,680	58,480	100 %
5980 Equipment/Furniture - Depreciable (\$5000+)	0	0	57,957	57,957	100 %
Total Capital Outlay	(4,640)	200	601,224	601,024	100 %
Total Expenditures	1,379,406	4,181,151	25,689,962	21,508,811	84 %
Excess Revenue Over (Under) Expenditures	6,912,218	12,386,283	(883,481)	13,269,763	(1,502)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2019 Through 2/28/2019

Check Number	Vendor Name	Check Amount	Check Date
190150000557	Priority Health	133,194.25	2/1/2019
76070	Gale/Cengage Learning	58,241.14	2/21/2019
75837	Everstream Holding LLC- Michigan	49,431.54	2/13/2019
2152019	The Huntington Bank - Michigan	44,442.20	2/15/2019
75812	Baker & Taylor	38,350.63	2/13/2019
76047	Baker & Taylor	37,921.10	2/21/2019
75850	Ingram Library Services Llc	34,219.58	2/13/2019
75796	Summit Bodyworks	32,952.40	2/6/2019
76093	Ingram Library Services Llc	30,063.21	2/21/2019
76095	Interpersonal Frequency	27,331.25	2/21/2019
75902	Translation Equipment	22,582.00	2/13/2019
76063	Ebsco Information Services	22,071.00	2/21/2019
75861	Midwest Collaborative For Library Services	21,590.32	2/13/2019
76121	Midwest Tape	21,335.79	2/21/2019
75793	Newsbank, Inc.	17,211.00	2/6/2019
75830	City Of Wyoming - Treasurer's Office	15,385.13	2/13/2019
75827	City Of Kentwood	15,361.88	2/13/2019
75832	Comerica Bank	12,884.87	2/13/2019
75867	Midwest Tape	12,879.76	2/13/2019
75876	ProQuest LLC	10,920.00	2/13/2019
75825	City Of East Grand Rapids	10,106.25	2/13/2019
75874	Plainfield Charter Township	9,842.21	2/13/2019
75840	Gale/Cengage Learning	9,698.96	2/13/2019
75820	Cascade Charter Township	8,217.38	2/13/2019
76101	Kellogg & Sovereign Consulting, Llc	6,950.00	2/21/2019
75826	City Of Grandville	6,750.00	2/13/2019
75879	RNL Graphics Solutions, LLC	6,345.96	2/13/2019
75869	NEO GOV	6,123.00	2/13/2019
9821369737	Verizon Wireless - Hot Spots and Service	6,003.11	2/5/2019
76132	RECORDED BOOKS, INC	5,859.09	2/21/2019
76128	Open Systems Technologies	5,807.44	2/21/2019
75818	Caledonia Township	5,799.00	2/13/2019
75896	Team One Repair, Inc.	5,685.00	2/13/2019
76137	Same Day Delivery, Inc	5,632.00	2/21/2019
75889	Staples Business Advantage	5,539.71	2/13/2019
75880	Same Day Delivery, Inc	5,120.00	2/13/2019
76125	Neovation Corporation	4,800.00	2/21/2019
75816	Byron Township	4,728.75	2/13/2019
76110	Midwest Collaborative For Library Services	4,560.10	2/21/2019
76144	Tumbleweed Press Inc.	4,500.00	2/21/2019
76142	Ebiz Technology LLC / Traction Consulting Group	4,410.00	2/21/2019
76134	Robert Half Technology	4,261.26	2/21/2019
75901	Ebiz Technology LLC / Traction Consulting Group	4,245.00	2/13/2019
76075	Greatamerica Financial Svcs.	4,241.04	2/21/2019
75891	State Of Michigan - Unemployment Agency	4,174.03	2/13/2019
76035	All Season Lawn Care	3,947.00	2/21/2019
616R10403101	At&T	3,917.07	2/4/2019
75908	Via Design	3,800.00	2/13/2019
75913	Specialty Vehicle Services Llc	3,725.00	2/14/2019
Elec SC 02-2019	Consumers Energy	3,701.92	2/7/2019

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Check Number	Vendor Name	Check Amount	Check Date
75904	UAW Local 2600	3,596.49	2/13/2019
75784	David Aldrich / Rooftop Landing Reindeer Farm	3,500.00	2/6/2019
75839	Gaines Charter Township	3,472.50	2/13/2019
76109	Michigan Office Solutions (MOS)	3,428.80	2/21/2019
75829	City Of Rockford	3,208.13	2/13/2019
75794	Presidio Networked Solutions Group, Llc	3,072.50	2/6/2019
75875	PLIC - SBD Grand Island	3,001.17	2/13/2019
75819	Carr Engineering, Inc.	2,989.00	2/13/2019
75800	PLIC - SBD Grand Island	2,986.93	2/11/2019
75868	Nelson Township	2,957.25	2/13/2019
75828	City Of Lowell	2,902.88	2/13/2019
76074	GovConnection, Inc.	2,880.62	2/21/2019
75910	Walker City Treasurer	2,850.00	2/13/2019
76080	Holland Litho Printing Services	2,840.38	2/21/2019
9821369736	Verizon Wireless - MiFy Routers & Cell phones	2,814.87	2/5/2019
75795	Robert Half Technology	2,679.02	2/6/2019
75911	WinWay	2,599.60	2/13/2019
76127	Olson HR Solutions / Peggy Olson	2,500.00	2/21/2019
76060	Data Strategy, LLC	2,300.00	2/21/2019
75788	Hena Khan/Creative Development Group	2,250.00	2/6/2019
75871	Northeast Print House	2,101.64	2/13/2019
75815	Bowne Township	2,052.00	2/13/2019
76141	Thomas Klise/Crimson Multimedia	2,049.38	2/21/2019
75892	Joanna Hogan / Strategic Fundraising Coach	2,000.00	2/13/2019
76032	ABDO-Spotlight-Magic-Wagon	1,801.70	2/21/2019
75895	Tammy Johnson	1,800.00	2/13/2019
75873	Penworthy Co.	1,687.14	2/13/2019
76096	IP Consulting, Inc.	1,662.50	2/21/2019
75878	RECORDED BOOKS, INC	1,653.14	2/13/2019
75843	Heidi Fifield	1,600.00	2/13/2019
75870	Noordyk Business Equipment	1,589.11	2/13/2019
75814	Blackstone Audio Inc	1,583.85	2/13/2019
76049	Blackstone Audio Inc	1,573.90	2/21/2019
75857	Lauren Outman	1,496.25	2/13/2019
75789	IP Consulting, Inc.	1,493.18	2/6/2019
76135	Rosen Publishing	1,485.60	2/21/2019
75783	Crown Lift Trucks	1,442.86	2/6/2019
75792	Neopost Usa Inc.	1,440.07	2/6/2019
23861154041	At&T	1,421.41	2/15/2019
75907	Vertiv Corporation	1,299.10	2/13/2019
75801	Alpine Township	1,127.63	2/13/2019
75903	Tyrone Township	1,096.13	2/13/2019
75872	Penguin Random House, Llc.	1,034.25	2/13/2019
910020326757 02	Dte Energy	1,009.25	2/1/2019
76058	CrossBow, LLC.	1,000.00	2/21/2019
75893	Submittable	1,000.00	2/13/2019
76140	The Diatribe	1,000.00	2/21/2019
75835	DK Security	983.50	2/13/2019
76062	DK Security	943.62	2/21/2019
Elec MC 02-2019	Consumers Energy	935.53	2/13/2019
76130	Penguin Random House, Llc.	879.00	2/21/2019
75834	Dan Anderson	850.00	2/13/2019

Kent District Library
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Check Number	Vendor Name	Check Amount	Check Date
76131	Penworthy Co.	839.40	2/21/2019
76105	Lewis Paper	813.62	2/21/2019
76129	Pam Spring Advertising, Llc	807.00	2/21/2019
75785	David Palma	800.00	2/6/2019
76071	Gareth Stevens Publishing	783.90	2/21/2019
76145	Unique	755.75	2/21/2019
75884	Spencer Township	750.00	2/13/2019
75821	Center Point Publishing	648.93	2/13/2019
75786	Gale/Cengage Learning	600.00	2/6/2019
76077	Hena Khan/Creative Development Group	520.37	2/21/2019
76053	Celebration Cinemas	500.00	2/21/2019
75824	City Of East Grand Rapids	500.00	2/13/2019
75791	Lasers Resource	486.20	2/6/2019
75856	Lasers Resource	486.20	2/13/2019
76061	Denise Brennan-Nelson	475.35	2/21/2019
76123	MSU Extension	450.00	2/21/2019
75877	Rebecca Keller	450.00	2/13/2019
75900	Tim Kleyn	400.00	2/13/2019
75799	Wolverine Printing Company	387.46	2/6/2019
75838	Findaway World, Llc	384.51	2/13/2019
75890	Stardust Theater Rentals	366.00	2/13/2019
76136	Rourke Educational Media	359.10	2/21/2019
1772764	Arrowaste	358.53	2/12/2019
76122	MLA- Michigan Library Association	355.00	2/21/2019
76147	Wolverine Printing Company	331.00	2/21/2019
75905	Unique	310.09	2/13/2019
76102	Kelsey May Fraser	300.00	2/21/2019
76064	Erik Samuelsson	300.00	2/21/2019
75782	Comprenew	286.49	2/6/2019
76072	Gfoa- Government Finance Officers Association	280.00	2/21/2019
76079	Hispanic Center of Western Michigan	275.00	2/21/2019
RIS0002136533	Delta Dental Of Michigan	271.33	2/11/2019
75790	Kiwanis Club Of Caledonia	255.00	2/6/2019
76124	Nahshon Cook-Nelson	250.00	2/21/2019
76139	South Kent Rotary	250.00	2/21/2019
76073	Gordon Water Systems	244.87	2/21/2019
76067	Federal Armored Truck, Inc	240.81	2/21/2019
75831	Comcast Cable	216.90	2/13/2019
76055	Chicago Tribune	210.60	2/21/2019
76108	Melissa Snyder	208.08	2/21/2019
75842	Heart Of West Michigan United Way	201.00	2/13/2019
616984202202	At&T	200.35	2/25/2019
76094	Innovative Sound Solutions	177.50	2/21/2019
75797	Walker Chamber Of Commerce	175.00	2/6/2019
76143	Troost Service Company	165.00	2/21/2019
75912	YMCA of Greater Grand Rapids	150.00	2/13/2019
76051	Brian Haik	150.00	2/21/2019
75833	Comstock Park Rotary	149.50	2/13/2019
76126	Occupational Health Centers of Michigan, P.C.	143.49	2/21/2019
76098	Katherine Lawrence	138.83	2/21/2019
75858	Live Oak Media	131.67	2/13/2019
382466	Paychex	112.50	2/19/2019

Kent District Library
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Check Number	Vendor Name	Check Amount	Check Date
76037	Audiocraft Publishing Inc	101.76	2/21/2019
76065	Express It, Inc.	98.10	2/21/2019
9821408046	Verizon Wireless - Router and Data Services	83.12	2/5/2019
76078	High Mowing Organic Seeds	80.00	2/21/2019
76068	Findaway World, LLC	76.49	2/21/2019
76106	Lindsey Dorfman	76.30	2/21/2019
76069	Foster, Swift, Collins & Smith, P.C.	76.00	2/21/2019
76033	Absopure Water Company	75.50	2/21/2019
76146	Vanessa Walstra	64.82	2/21/2019
76099	Kathryn E Oster	59.99	2/21/2019
75898	The Week	58.37	2/13/2019
75817	Caitlin S. Oliver	52.89	2/13/2019
75899	Thomas Noreen	51.26	2/13/2019
76103	Kevin Kammeraad	50.45	2/21/2019
75860	Michelle Toren	50.00	2/13/2019
75883	Shirley Bruursema	47.44	2/13/2019
75882	Sheri Gilreath-Watts	46.90	2/13/2019
76054	Center Point Publishing	46.74	2/21/2019
75822	Charles R. Myers	43.08	2/13/2019
76097	Jan E Stine	38.00	2/21/2019
75881	Sarah Ann Weller	37.09	2/13/2019
75813	Barb Malburg	35.32	2/13/2019
76104	Kristi Kaluski	33.96	2/21/2019
75854	Karen Small	31.98	2/13/2019
76133	Reilly Brady	30.94	2/21/2019
75802	Andrew Erlewein	30.00	2/13/2019
75836	Emily Langenau	30.00	2/13/2019
75798	West Bloomfield Public Library	27.00	2/6/2019
76056	Citizens Insurance Company	25.00	2/21/2019
76050	Bradley J Covell	25.00	2/21/2019
75906	Vanessa Walstra	23.47	2/13/2019
76138	Sentinel Pointe	21.99	2/21/2019
75909	Vivi Hoang	20.00	2/13/2019
75787	Genesee District Library	20.00	2/6/2019
76107	Marianne Gerard	18.99	2/21/2019
75897	Terra Osborn	18.95	2/13/2019
75841	Gordon Water Systems	17.85	2/13/2019
76076	Heidi N Greer	16.99	2/21/2019
76066	Fang Wang	15.99	2/21/2019
76052	Candice L Speerstra	14.99	2/21/2019
76048	Betsy M Rybarczk	14.99	2/21/2019
76100	Kathy Wielouwer	14.99	2/21/2019
75852	Jennifer Baas	12.99	2/13/2019
76034	Alison L Hill	11.24	2/21/2019
75823	Christina Schultz	10.99	2/13/2019
76057	Claire Horlings	10.90	2/21/2019
76036	Amanda Swiech	10.05	2/21/2019
75853	Justin Groeneveld	9.99	2/13/2019
75851	Jackson Zoulek	9.99	2/13/2019
75855	Katherine Wert	8.99	2/13/2019
75894	Susan Hieronymus	7.99	2/13/2019
76059	Dana Reckley	5.95	2/21/2019

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2019 Through 2/28/2019

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
75859	Lynda Austin	4.10	2/13/2019
75803	At&T Long Distance	<u>1.20</u>	2/13/2019
Report Total		952,090.62	
		<u><u> </u></u>	

BRANCH UPDATES

Mission: Read! is a county-wide initiative in conjunction with the 3rd grade reading law which helps beginning readers in kindergarten through third grade read at grade level and advance to the fourth grade. Managers were asked what their branch is doing to promote this initiative to local schools.

• CASCADE

The Cascade Township Branch is getting geared up for Mission: Read! The youth staff emailed all the principals of the local elementary schools to let them know about the program. Youth staff were also busy planning visits with the schools for "March is Reading Month," and during the visits they will be promoting the program to the students and the staff in person! Staff have reached out to the school media staff, letting them know that the Cascade Branch staff will be available for more in-person visits. Another opportunity for promotion of the program will be during the annual LEAP visits in the spring. Cascade has had loads of excitement with 1KB4K, and it is anticipated Mission: Read! will be just as popular.

• ENGLEHARDT

Chris Straw completed an article for the Lowell Ledger for promotion of Mission: Read! in a regular spot in the paper. The same article will be submitted to the local school newsletters at Bushnell, Cherry Creek and Murray Lake Elementary Schools. Chris and Lynda Austin will also be talking about Mission: Read! for the school visits during "March is Reading Month," which are in the process of being scheduled. Chris has also led the way by speaking with teachers so they can promote the program to their students.

• KELLOGGSVILLE

At Kelloggsville, Courtnei Moyses, Youth Services Librarian, regularly meets with teachers at assemblies and staff meetings to promote Mission: Read! The staff at Kelloggsville were excited when they saw the publicity about the program and are eager to promote it to their students! Not to mention, Kelloggsville has the best display because Katie L. already has her space suit on and is ready for the takeoff of Mission: Read!



• KENTWOOD

In early February, an email promoting Mission: Read! went out to administrators in Kentwood Public Schools (KPS). The Superintendent responded with enthusiasm and connected the KDL staff with the staff at KPS to get this information disseminated. On February 14, Hennie Vaandrager attended the KPS Principal meeting for elementary school administrators. Hennie presented Mission: Read! and the various efforts KDL is making to support local schools and families. She encouraged the principals to invite Kentwood Youth Staff to speak at staff meetings, attend literacy nights, and talk to students about this new initiative. The March calendar is filling up fast with requests from multiple schools for class visits and speaking opportunities. The KPS newsletter also featured an article on Mission: Read! Youth Staff plan to incorporate a Mission: Read! emphasis as LEAP visits are planned for Spring. In branch, a comprehensive display is being coordinated to be front and center as kids enter the youth area. Staff have been doing a great job of promoting this new program to young patrons.

• KRAUSE MEMORIAL

Krause youth staff and Branch Manager Jennifer German have been brainstorming and making plans for how best to promote Mission: Read! to the local area schools. Staff decided that reaching out to the reading specialists via email with follow up phone calls will be the most effective way to introduce the program to school staff and to get a foot in the door at area schools. By presenting the information in email form, the Reading Specialists have a chance to think it over, connect it with what they already know (possibly from KISD), and decide if they have questions or would like more like a formal meeting to introduce the program to staff.

Another goal is to have a presence at area schools during parent teacher conferences. Youth staff reached out to Meadow Ridge and Parkside schools to begin with because they have the lowest M-step proficiency scores. Meadow Ridge responded and staff will be available during parent teacher conferences - Melissa English will be at Meadow Ridge Elementary on February 28. As a result of this, Meadow Ridge also invited us back to participate in their Title I parent/child ice cream celebration in early May!

Krause staff are hoping that news about KDL staff availability and services will spread by word of mouth after this week's conferences, and that more invitations will come to present at other schools conferences.

• NELSON / SAND LAKE

Staff at Nelson/Sand Lake are very excited to promote Mission: Read! to local schools. Every year, staff collaborate with the Cedar Springs Public Library to promote first grade reading and getting students their first library card. This year Mission: Read! was added to classroom presentations and over 300 first graders at the Cedar Springs Public Schools now know about the program. Mission: Read! will also be promoted at the two-day movie event as part of the first grade reading collaboration. In March, staff will continue to promote Mission: Read! as part of the "March is Reading Month" classroom visits to area third graders. Staff also created an exciting in-library wall display using a large 3ft rocket decal and planets – the plan is to overlay an acrylic sign holder over the rocket decal for the Mission: Read! Flyers/Information – it should look awesome once all the pieces are assembled.



• PLAINFIELD

The Plainfield branch is in constant communication with the Northview School District and working hard to promote Mission: Read! to teachers, parents, caregivers, and students. Each week, the Plainfield Youth Staff are in the schools for regular outreach and are working to include Mission: Read! into the lineup. Staff plan to incorporate not only regular Storytime visits, but also school conferences and literacy nights into the outreach schedule. During these events the branch will bring Mission: Read! information such as registration forms and booklists with Individualized Reading Improvement Plan (IRIP) recommendations for parents and caregivers. Conferences are an ideal setting for a library outreach because parents will have the opportunity to gain insight on their child's reading ability from the student's teacher and then connect directly with a librarian and receive information on how to encourage and facilitate reading.

The entire Plainfield staff are geared up to promote Mission: Read! in-branch - the talented Sharon Sherbinski has created an engaging and eye-catching bulletin board to draw children's attention to the program. Stars will

be added with participants' names to the bulletin board, eventually creating a Mission: Read! galaxy as participants complete each level of the program.

• SPENCER

With the launch of Mission: Read! on January 7, the Spencer team is working to join forces with other local libraries and schools to promote the program to parents and students. Since the Spencer school district is split between two counties, staff plan on working with both community school districts and incorporating the material into their school visits as well as community outreach events. The Spencer branch is lucky to work closely with both the Nelson/Sand Lake branch and the Cedar Springs Community Library during outreach opportunities to connect with the target audience at things like the Cedar Springs Community Night, the annual 1st grade library card drive, and the Red Flannel Festival.

• TYRONE

The youth team at Tyrone Township Branch have been busy promoting Mission: Read! On Thursday, February 28, Youth Paraprofessional Emily Bantel spoke to parents and teachers attending Kent City Elementary School's conferences to promote the program. In a few weeks, Emily will have the opportunity to speak at Kent City Elementary School's Kindergarten Round Up, targeting kids just graduating from 1000 Books before Kindergarten and preparing to embark on Mission: Read! In the coming months, Emily and Katie Mitchell, the other half of Tyrone's youth team, will be promoting the program at a variety of events at the school and in the community, including parent nights, and school conferences and Kent City's annual Fall Festival. At the end of the school year, Emily and Katie hope to present the program, along with the summer reading program, during Kent City Elementary School's annual summer send-off assembly.

• WALKER

The Mission: Read! initiative has been blasting off in Walker! Information was shared with the City of Walker for promotion in the 2019 Annual printed edition of the Walker City Newsletter that is sent to residents. Staff have been promoting it in the branch and at outreach opportunities. At a recent Literacy Family Night at West Michigan Academy of Environmental Sciences, Mission: Read! was promoted and there were many enquiries about the program, resulting in 16 children registering for the program at this event. Staff have also created an amazing Mission: Read! bulletin board in the children's area to get people interested in the program. As a part of this eye-catching exhibit there will be a rotating book display highlighting the mission read booklists.



Staff are also reaching out to the local Kenowa Hills Elementary schools to have information included in newsletters sent home to parents, and have begun to reach out to teachers using the form email provided by Mission: Read! Outreach Tools to establish meetings or

request times to present the information. Walker hosted a local news segment with Miranda from WOOD TV in the children's area for a story about Mission: Read! Youth Specialist Hennie Vaandrager from Kentwood was the KDL spokesperson for the news story.

Staff plan to continue to promote this initiative at future outreach and community events and continue to share it on social media.

• WYOMING

At Wyoming, Youth Staff have contacted all the principals in the service area and have asked to be put on the agenda of an upcoming staff meeting so that they can directly promote the program to all teachers in the service area. Also, staff have contacted and distributed flyers to many teachers. Those teachers have already handed out flyers and encouraged families to participate at the Winter Parent Teacher Conferences. The program has also been promoted at other scheduled outreach visits and at regularly scheduled storytimes.

FEATURED DEPARTMENT: FINANCE

- The Finance Department staff is currently comprised of five team members: Director of Finance, Finance Department Team Lead, Governmental Fund Accounting Specialist, and two General Accountants. Now that the team is complete after the changes from 2018, Finance is looking forward to a great 2019!
- The major project the department tackled last year of converting KDL's financial software's database and coding to accommodate the budget, chart of accounts, and fund changes has been completed. The team has been working with the new database and chart of accounts for some time now, and continue to tweak to allow for the most efficient, while still functional, reporting.
- Finance is in the process of implementing a new software tool that allows KDL team members the ability to submit accounts payable documentation electronically. It is being rolled out systematically, by department or branch, with customized training for each department/branch to ensure the transition goes as smoothly as possible. By the end of April the new tool should be fully implemented. Thank you to Melissa Snyder, Finance Department Team Lead, for spearheading this project!
- After receiving feedback from the auditors regarding the widespread use of credit cards throughout the organization, Finance reduced the number of credit cards used by KDL at the beginning of 2019. This was accomplished by implementing branch/department credit cards rather than individual credit cards for the majority of cardholders.
- KDL Finance is currently finalizing 2018 year end and preparing for the annual audit that will take place the end of April and May.

BUILDING UPDATES

• AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER

On February 6, Progressive A&E Architects met with members of the building committee to reveal the current exterior design and floor plan of the Amy Van Andel Library and Community center, which were updated based on feedback from Ada Township trustees. The committee made refining suggestions and Progressive prepared and presented updated designs to the Ada Township Board at their meeting on February 11. The new exterior design was met with enthusiasm from the trustees. Lance Werner shared the new plans in an e-mail to KDL following that meeting. In addition, renderings and floor plans will be put on display at the Cascade Township Branch of KDL and at the Ada Township offices. KDL is planning to begin an Amy Van Andel Branch Facebook

page to help share new information about the project with the community.

On February 25, Progressive met with Lindsey Dorfman and Penni Zurgable from KDL to discuss details of the layout and make adjustments to the floor plan of the library.

- **GRANDVILLE**

The city is progressing with their fundraising campaign. The fundraising cabinet began reaching out to area businesses and individuals. Currently the city has raised roughly \$240,000, with a goal of raising \$1,000,000 by the end of the campaign this summer.

- **KRAUSE MEMORIAL**

The Exploratory Committee for a possible Krause Memorial expansion consists of representatives from the City of Rockford, Townships of Algoma/Cannon/Courtland, and KDL. The committee had its second meeting on February 26.

Keith Hopkins, fundraising consultant from Hopkins Fundraising Consulting, was invited to attend and spoke to committee members about what services he can offer. Hopkins discussed the importance of building a case for support and creating a rendering/footprint of a possible building. He estimated the cost of a 30,000 sq. ft. building at \$6-8 million. Hopkins discussed conducting a feasibility study and what that would entail. The cost for the study would be approximately \$18,000. The committee discussed how the study could be paid for.

Phil Davis, an architect who lives in the Rockford community and has donated considerable time to the Krause Library Board and City of Rockford in preliminary efforts to begin a building project, will be invited to attend the next meeting. The next meeting is scheduled for Tuesday, March 12 at 4:00pm at the KDL Service Center.

- **SPENCER**

During the February 19, 2019 Spencer Township Board Meeting, the Township Board announced that after a few months of deliberation and discussion, they would be ready to offer the public a proposal for the Spencer Branch building project. During the October 2018 Board meeting, the Township requested data for the entire history of the Spencer Township library. The Township has had the last few months to review 20 years of data on the library and the community is looking forward to hearing some solutions for the space.

- **WALKER**

The City is pulling the steering committee composed of KDL staff, Board members, Friends of the Library, city staff, and city councilors together soon to review the Space Needs report submitted at the end of January from Fishbeck, Thompson, Carr & Huber (FTC&H). In addition to reviewing the report and discussing the recommendation, the steering committee will then begin talking about the next steps.

WHAT'S GOING ON AT KDL

- **KDL SERVICE AND MEETING CENTER**

On February 22 the RFP for construction for the bookmobile and van storage was posted. On March 5, a mandatory site tour for the interested construction companies is scheduled. After this the companies have until March 25 to submit bids.

The Building Committee met with Via Design on February 28 and was presented with a new layout. The team asked for a few changes. Once the changes are made the new layout will be presented to the Leadership Team for approval.

• **BOOKMOBILE UPDATES**

The bookmobile project has gone into the summer planning session, now actively looking for opportunities to engage with and have presence in the community. *Ideas for a stop or an event should be sent to www.kdl.org/partnership*

The month of February had a significant number of outreach activities that included presence in the Children's Museum, Early Childhood events, and food trucks. Regular visits were very fruitful except for a couple of cancelations due to weather.

A couple of maintenance issues came to staff's attention. The first one involved the steps for the back door where the motor seemed to have given up and the stairs were stuck in the out position. This problem is being addressed now with a couple of options for repair. The second maintenance issue is related to the electrical wiring. Since the vehicle continues to be under contract, this service will be scheduled by SUMMIT in the month of March.

KDL now has the title of the vehicle, insurance, and the license plate for Michigan (and not Colorado).

• **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)

• **CAREER ONLINE HIGH SCHOOL PROGRAM (COHS)**

Sara Magnuson was hired for the position of Outreach Specialist for the Career Online High School Program. She is now working full time for KDL as she continues to serve the Nelson Township/Sand Lake branch. Sara will be based in Kentwood and will be in charge of implementing the Career Online High School Program for 25 participants and scholarship recipients. The program was featured in the Kaleidoscope and generated significant attention. The COHS is part of KDL's plan to assist families and individuals impacted by poverty by creating viable pathways to financial stability.

Since Adult Education for head of households is offered to a limited number of KDL patrons, it is imperative to create warm connections with other community providers that can pick up overflow or serve interested parties that will not be eligible under the service model. Some of those partners include: KISD, Sparta Area Schools, Steepletown Neighborhood Services, Jubilee Jobs, and Rockford Public Schools.

• **IMMIGRANT INITIATIVES**

- **BOOKS FOR DISPLACED CHILDREN:** KDL continues to serve this group. There are many challenges to make significant connections since there is so much turnover in the organization.
- **LANGUAGE ACCESSIBILITY INITIATIVES:** The KDL Lab workgroup is working on checkout procedures for classroom kits (primarily select KDL Lab tubs) that will include the interpretation equipment.

• DIVERSITY AND INCLUSION WORK:

- **THE YEAR OF LEARNING BOOKLET:** This is in the process of being edited and printed. The Outreach workgroup hopes to align “The Colors of KDL” with the Year of Learning focus.
- **SEASONAL WORKERS BACKPACKS:** This initiative has been postponed to the month of September to coincide with the Poverty Training. KDL hopes it will continue to generate interest and give us the opportunity to connect with immigrant/seasonal workers by spring 2020.

2018 WHAT’S NEXT STATS

Since last year KDL has added 3,040 titles, 336 authors and 683 series to the database.

The numbers below represent “filtered” use, which means KDL staff and public PCs are excluded:

	2014	2015	2016	2017	2018
Visits (Filtered)	872,375	835,505	777,532	719,114	721,236
Unique Visits (Filtered and Unique Visitors)	267,095	332,045	293,778	268,139	281,537
Pageviews (Filtered)	2,615,279	2,529,623	2,288,431	2,056,793	1,903,085

Here are some comments from users:

- “I have been using this site for the last 15 or so years, and I am never disappointed with the results.”
- “I’m currently on book 8 in the Maisie Dobbs series, and this database made it simple to find book 9 and request a hold. Thanks!”
- “Thank you, Thank you, Thank you! I love this service you provide! I work as an aide in a public high school in Virginia and I came across your site accidentally. My students are always asking for suggestions or “what’s next” and I always point them to your database. I’ve started using the site to keep my collection up to date by checking for missing titles in series and your database has been a lifesaver!”
- “I think KDL is wonderful and am always telling people where ever I go. My sister who lives in tiny town in NW Arkansas is an avid mystery reader. Somehow she and the librarian had a discussion about What’s Next. And in a tiny town in NW Arkansas a librarian is using KDL’s What’s Next to purchase books.”
- “I just wanted to take time to thank the person/persons responsible for the awesome upkeep of the What’s Next segment of your website. I use it on a constant basis. It is a resource that makes my job so much easier and I use it for my personal use looking up books as well. Thank you for supplying this service. It is one of my favorite resource go-tos. Keep up the great work.”
- “FANTASTIC WONDERFUL AND EASY TO USE - As a librarian for elementary school I find it an immense help in keeping my series knowledge at or equal to the avid student readers.”
- “I work in a small rural library in Ohio. I use KDL’s What’s Next daily to assist patrons with their series searching. What’s Next is an absolute life-saver!”

• KDL SEED LIBRARY

Seeds are due in the branches by mid-March. KDL received an abundance of seed packets from community partners – and from patron donations - this year, and with four Seed Packaging Parties and over 20 take-home projects, volunteers have been instrumental in getting this project completed!

• KENT COUNTY TEEN FILM FESTIVAL

The Kent County Teen Film Festival was held Saturday, February 23 at Celebration Cinema North. 200 attendees saw 24 of the best films and voted on their favorite for the People’s Choice Award. A panel of judges also awarded winners in several categories, including Best Screenplay and Best Director.

- **KDALE TAP TAKEOVER**

Over 250 patrons braved the bad weather and visited the Horrocks Market in Kentwood to try out literary-themed beers. 10 breweries brought unique beers and talked to patrons about how they brew. Beer on tap included “The Great Stoutsby” Oatmeal Stout from Railtown Brewing and “A Clockwork Cherry” Tart Cherry Ale from New Union Brewery. Librarians were also on hand to check out books and created several new library cards.

- **GRAND CIRCUS CODING CLASS**

The Comstock Park branch held KDL’s first Intro to Coding Class with community partner, Grand Circus. 20 patrons learned the basics of coding in the three hour class. More coding programs for adults are scheduled for springtime, in partnership with Grand Circus and their instructors.

Coding programs for teens are also being developed with the Loop Coding Center and the first program will be hosted at the Wyoming branch in April.

- **VINYL COLLECTION: PILOT PROGRAM AT PLAINFIELD**

KDL celebrated its debut of the vinyl collection at the Plainfield branch. DJ SuperDre played tunes, Vertigo Music talked to patrons about building a record collection, and patrons enjoyed trying out KDL’s Silent Disco headphones. Over 200 patrons learned about the new collection, and also made a craft and ate some cake!

- **EXTREME WINTER WEATHER**

The Programming Department has been working to re-schedule programs cancelled due to extreme weather this winter. An unprecedented 110 programs were cancelled in January due to closings. When programs need to be cancelled, staff work to alert patrons and, whenever possible, reschedule programs.

- **CLOUDLIBRARY FEEDBACK**

KDL will have its quarterly meeting with the cloudLibrary development team to continue to focus on patron and staff’s issues, open tickets and planned enhancements. Priorities are focused on an improved reading experience and searching.

- **STAFF PICKS**

The Collection Development team recently took feedback from the Cascade branch and their own experience, as well as other Materials Advisory stakeholders, to find ways to simplify the process. In the future, more communication on what titles to send in and the elimination of a photo will happen as an early phase. Future phases may include tagging titles in the catalog for staff and patrons, but more feedback is needed. For now, a “Staff Picks” sticker will not be added to the mix.

Best practices on doing in-branch displays will also be sought from branches that do this regularly for patrons. A survey to branch managers will happen in March.

KATIE KUDOS

- **ANNA-MARIE BOSS (Wyoming)** – Nominated by Julie Cook because, “Anna-Marie is always a calm and level headed CA and is excellent at training and helping new and old CA’s! She is polite to patrons and can always “get to the bottom” of any problem that might arise at the busy WYO branch!”

Katie Kudos



• **CURTIS KIELSZEWSKI (IT)** – Nominated by Morgan Hanks and Kaitlin Tang for “providing amazing (and patient) internal customer service and supporting the branches incredibly. Recently, he delivered new Microsoft Surfaces to PFD and he came prepared with all the information and technology needed. These machines have changed the way we work. Curtis strives for optimal performance for all of our machines and we can't thank him enough. All of his behind-the-scenes work makes it easier for us to do our jobs.”

• **JULIE VISSER (Grandville)** - nominated by Tina Bennet because, “Due to weather closings and unexpected big deliveries, Julie was a huge help getting patron holds shelved and helping the CAs catch up on such busy days. Sometimes we couldn't do it without our amazing shelvers.”

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!”

• **COMSTOCK PARK** “Kimberly Kunze (not a regular, but still nice) stopped in tonight to get her Let It Snow mug. She said that she loves that we do this because it makes the winter go by a little quicker and makes reading fun for her. She looks forward to it.”

“Also – one from one of the days when we were open extra after the snow days and offering coffee and cocoa – one of the grandma's who comes into storytime said as I was putting out toys and drinks, ‘Boy you really do love us at KDL!’ I think this was a Thursday afternoon when we had open play just for fun.”

• **EAST GRAND RAPIDS** – “A longtime patron of EGR branch works with a group of Rwandan refugees at the library on Monday evenings. Each person, from ages 5 to 17, is paired with a tutor/mentor. One tutor teaches a small group of teenagers how to Scratch code. Simultaneously, there will be one-on-one tutoring in math or English. The younger refugees are paired with older children and play together in KDLville. We have watched the patron's children grow and learn since they were little, and now they participate in this learning experience. It is wonderful to have the library's spaces help in this program!”

• **ENGLEHARDT** – “A patron submitted a comment to the Lowell Ledger (the local paper) that says, ‘A huge thank you to the staff of our library. They gave us a great place to work and entertain kids during the power outages. The library was kept open late so we could catch up on some work. They even walked around and handed out hot chocolate! Thank you Englehardt Library Team. You are appreciated!’”

“Just recently, after the power outage, a patron submitted a Friends of the Library donation for a planter. Lynda says that it's a first! When turning in the form and payment, the wonderful patron explained that she wanted to show her appreciation for all we did while she was without power. In addition to being a place of refuge with power and heat, we had helped her with printing flyers for Open Pantry, a weekly community meal program at the First Congregational Church Of Lowell. As Volunteer Coordinator of a local non-profit community organization, she was very grateful the library was here when she was in need.”

• **WYOMING**– “Carolina came into the library after the hurricane Maria ravaged Puerto Rico in 2017. She lost her home, and her family and friends lost their homes as well. She moved to the states to stay with her uncle, but one of the first stops she made was to the library. She wanted to read some good teen books, and asked Abby at the information desk. They hit it off right away because of their mutual love for teen fantasy. She told Abby her story, and Abby showed her how to get a library card and check out materials. The library welcomed her to her new home, even though the circumstances were grim. Now she works at Tim Hortons, and often gives Abby free coffee when she pulls through the drive-through. Abby is happy to have made a positive impact in her life – the free coffee is just a bonus!”

• **BOOKMOBILE**

Joyanne received the following email:

“Good morning Joyanne, I just want to say thank you to you and your team for all you do for our students. Our students' interest in reading has gone up and it's all because of the bookmobile. You all have truly made an impact on our students. Thank you once again for your time and dedication to our school and see you soon. Humbly, Michelle Lewis”

UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., April 18, 2019	4:30 PM	KDL Service Center
KDL Regular Board Meeting	Thurs., May 16, 2019	4:30 PM	KDL Kentwood Branch
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.
Literary Libations	September 10, 2019	5:30-9:00	Frederik Meijer Garden
MLA Annual Conference	October 16-18, 2019	All Day	Novi, MI

NEW APPOINTMENTS	POSITION	EFFECTIVE
Lisa Rodkey	Patron Services Associate – Service Center	March 6
Rachel Williamson	Patron Services Associate – Service Center	March 6
Melissa Veeneman	Shelver – Cascade	March 6
Jake Hop	Shelver – Wyoming	March 6

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Mariely Velazquez	Patron Services Associate – Service Center	Circulation Assistant – Wyoming	February 25
Sara Magnuson	Youth Librarian – Nelson Twp/Sand Lake	Youth Librarian-Nelson Twp/Sand Lake & Outreach Specialist – Service Center	March 11
Sheri LaPorte	Circulation Assistant – Byron	Circulation Assistant – Kentwood	April 1
Yuliya Bunker	Circulation Assistant – East Grand Rapids	Patron Services Associate – Service Center	April 8

DEPARTURES	POSITION	EFFECTIVE
Helen Mott	Circulation Assistant – Kentwood	February 25
Kelly Mull	Circulation Assistant – Cascade	March 8
Emily Lofquist	Youth Librarian – East Grand Rapids	March 29
Maggie McDaniel	Adult Paraprofessional - Plainfield	May 10
Tami Avis	Library Assistant – Sand Lake/Nelson Township	July 3

OPEN POSITIONS	TYPE
Adult Librarian – Kentwood	Full-time
Substitute Circulation Assistant Pool	Temporary
IT Support Specialist – Service Center	Full-time
Circulation Assistant – Cascade	Part-time
Outreach Specialist – Service Center	Part-time
Circulation Assistant – Byron Township	Part-time

EMPLOYEE ANNIVERSARIES (APRIL)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jackie Olmstead	Collection Services	43 years
Jennifer German	Krause Memorial	30 years
Fran Allen	Comstock Park	28 years
Nanette Jasperse	Collection Services	21 years
Sarah Yoder	East Grand Rapids	21 years
Hennie Vaandrager	Kentwood	20 years
Dhanya Ravi	Information Technology	16 years
Gene Hashley	Substitute Information Pool	13 years
Liz Guarino-Kozlowicz	Caledonia	13 years
Theresa Duffy	Byron Township	11 years
Joyanne Huston-Swanson	Community Engagement	9 years
Kathy Pluymert	Collection Services	9 years
Kathy Hagan	Cascade	8 years
Bethany Heerspink	Grandville	7 years
Ty Papke	Wyoming	7 years
Linda Ruesink	Caledonia	7 years
Ashten Wilkey	Wyoming	7 years
Mimi Martin	East Grand Rapids	7 years
Kai Tang	Plainfield/Spencer Township	7 years
Stacy Schuster	Collection Development	6 years
Scott Small	Cascade	5 years
Julie Myszak	Collection Services	4 years
Yuliya Bunker	East Grand Rapids	4 years
Sam Hodge	Collection Development	4 years
Paris Close	Kentwood	3 years
Hannah Lewis	Wyoming	3 years
Michele Justema	Walker	2 years
Tricia Zelaya	Comstock Park	1 year
Jeremy Coldicott	Patron Services	1 year
Melissa Snyder	Finance	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 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"/>
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

Section 2: Circulation

- 2.1 [Library Card Registration](#) **CHANGE**
 - 2.1.1 [Cards for Visiting Students](#)
 - 2.1.2 [Institutional Cards](#) **CHANGE**
 - 2.1.3 [Non-Resident Cards](#) **CHANGE**
 - 2.1.4 ~~Youth~~ [Student Cards](#) **CHANGE**
 - 2.1.5 [Temporary Cards for Adults](#)
- 2.2 [Lakeland Library Cooperative Member Library Cards](#)
- 2.3 [Lost or Stolen Library Cards](#)
- 2.4 [Privacy of User Records](#)
 - 2.4.1 [Library Documents](#)
- 2.5 [Overdue, Lost, and/or Damaged Materials](#) **CHANGE**
 - 2.5.1 [Fees](#)
- 2.6 [Audio-Visual Materials Use](#)

KDL Policy 2.1

LIBRARY CARD REGISTRATION

Last Revised 5-19-2016

All residents within the Kent District Library service area are eligible for a library card. Persons living outside the Kent District Library service area who pay property taxes to a governmental unit within the District are also eligible for a Kent District Library card.

Library cards are non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued.

Juvenile (under age 18) registrations may be signed by any ~~person~~ adult (age 18 or older)¹ willing to assume legal responsibility for library resources. Signatures indicate an acceptance of responsibility for:

- the juvenile's use of all library resources including access to the Internet;
- supervision of the juvenile's choice of materials;
- return of all materials when due;
- overdue fines when materials are returned late; and
- all losses and damages to materials and equipment borrowed.

When a juvenile patron turns 18 years of age, he/she assumes responsibility for the library account bearing his/her name including all borrowed items on that account. Any fees on the card will be moved to the co-signer's card. If the co-signer does not have a card, a bill will be mailed. All fines associated with the juvenile's account will be waived.

Library cards will have an expiration date in order to update accounts as needed.

1. Language change to clarify that a co-signer must be 18 years of age.

KDL Policy 2.1.1

CARDS FOR VISITING STUDENTS

Last Revised 2-16-2017

High school exchange students and college students residing in the Kent District Library service area while attending high school or college are eligible for a Kent District Library card.

KDL Policy 2.1.2

INSTITUTIONAL CARDS

Last Revised 5-19-16

If an agency, institution, or business within the Kent District Library service area requests a library card for use by its residents or staff (in their institutional role), a card may be issued if the institution's head or director agrees in writing that the institution will be responsible for any materials lost or damaged and for any fines incurred through use of the card. Such a card may be used by residents or staff of the institution at the discretion of the institution's director. The card itself must be presented to be honored. KDL will not accept personal identification in lieu of the institutional card. ~~Due to licensing agreement restrictions, institutional cards do not allow remote access to electronic databases or downloadable items.~~ Institutional cards will allow remote access to electronic databases and the digital collection for demonstration purposes.²

2. Language changed to reflect actual practice.

KDL Policy 2.1.3

NON-RESIDENT CARDS

Last Revised 3-16-18

~~Residents within the geographical area of the Lakeland Library Cooperative's boundaries who do not qualify for a library card at any Lakeland Library Cooperative member library may purchase a KDL non-resident library card for a fee. The fee covers all family members in one household and each family member may be issued their own non-resident card. KDL non-resident cards are honored only at Kent District Library branches and are not valid at other Lakeland Library Cooperative member libraries nor can be used for MeCat services. Non-resident cards do not allow access to KDL downloadable content including, but not limited to, eBooks and eAudiobooks.~~

~~At the beginning of each of fiscal year, a 12-month non-resident card will be available for purchase at a cost of \$60.00 (prorated on a monthly basis on the first day of each month).~~

~~Residents within the geographical area of the Lakeland Library Cooperative's boundaries who do not qualify for a library card at any Lakeland Library Cooperative location may purchase a KDL non-resident library card for an annual fee of **\$85.00**. The fee covers all family members in one household and each family member may be issued their own non-resident card. KDL non-resident cards are honored only at Kent District Library branches and are not valid at other Lakeland Library Cooperative locations. Non-resident cardholders will be issued full access KDL cards, allowing cardholders the same access as standard KDL service area resident cardholders, including KDL's digital collection and MeL access.~~

~~At the beginning of each of fiscal year, a 12-month non-resident card will be available for purchase at a cost of \$85.00) (pro-rated on a monthly basis on the first day of each month).³~~

- 3. Proposed price increase is due to KDL now permitting full digital access to non-resident cards. Non-resident cardholders expressed interest in having this access for quite some time. The price increase was based on estimates calculated from the most recent data available (2017), and the price on the non-resident card will be revisited and recalculated annually. Per the 2017 American Community Survey data, the median value of a home in Ensley Twp is \$133,700. Assuming taxable value is 50%, this puts median taxable value at approximately \$66,850. Under the original millage of 1.28, the median household in Ensley Twp would pay an estimated \$85.57. Under the millage levied in 2018 of 1.2733 (difference due to the Headlee rollback), the median household would pay an estimated \$85.12 annually.*

KDL Policy 2.1.4

YOUTH STUDENT CARDS

Last Revised 8-25-16

~~Children who do not have a library card, nor have a co-signer to help them get a library card, will be eligible for a Youth Card. Only books will be available for checkout with a Youth Card, and children can check out a maximum of three books. Internet access will also be available. No proof of residency will be required. Youth Juvenile No Co-Signer Card cards will have an expiration date.~~

~~This card can be offered by library staff at school visits to non-resident students. They would not be eligible for a regular juvenile library card due to their residency.~~

~~A maximum of three lost books will be allowed on this card. Should a child lose three books a second time, the card will be deactivated.~~

~~Kent District Library's goal is to give a library card to all school-aged children in Kent County in partnership with their school. With the Student Card, children who attend any K-12 school in Kent County can check out a maximum of three books, and have access to KDL internet, research databases and select digital content. Student cards will expire once the student has graduated high school.~~

~~Parents can opt out of the Student Card by notifying the student's school.~~

~~Students are also eligible for a standard KDL juvenile library card based on residency and an eligible cosigner. Students not eligible for a KDL juvenile library card can still register for a card at their home library.~~

~~A maximum of three lost books will be allowed on this card. The card will be deactivated after three lost books.⁴~~

- ~~4. Due to condensing profile types in KDL's ILS system and the promotion of the library card challenge, youth cards are now being categorized as student cards. Juveniles that wish to obtain a card with no co-signer present who are not visiting the library with a school will still be eligible for this card type.~~

KDL Policy 2.1.5

TEMPORARY CARDS FOR ADULTS

Last Revised 5-19-16

Adults who are unable to provide proof of residency, either because they are

new to the area, or are traveling, can have access to library services with a Temporary Card for Adults. This card does not require proof of residency but adults do need to show an ID card to verify their identity. A maximum of three items in any format may be checked out on this card. Internet access will also be available. Temporary Cards for Adults will expire after 3 months and full privilege cards may be obtained with proof of residency.

KDL Policy 2.2

LAKELAND LIBRARY COOPERATIVE MEMBER LIBRARY CARDS

Last Revised 5-19-11

All current Lakeland Library Cooperative member library cards will be honored by Kent District Library with the exception of:

- non-resident local use library cards;
- underfunded contract service area cards; and
- institutional cards.

KDL Policy 2.3

LOST OR STOLEN LIBRARY CARDS

Last Revised 3-16-18

It is the patron's responsibility to notify Kent District Library promptly of a lost or stolen library card. If the loss or theft is not reported, the patron is responsible for all materials charged to the library card.

Patrons will be held responsible for fines and fees accrued prior to the date the loss or theft of the library card is reported. Patrons will not be held responsible for fines accrued after the date on which the loss or theft is reported.

KDL Policy 2.4

PRIVACY OF USER RECORDS

Last Revised 10-23-14

Kent District Library is bound by the [Michigan Library Privacy Act](#) (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron’s name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, Kent District Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law. A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Library Director.

KDL Policy 2.4.1

LIBRARY DOCUMENTS

Last Revised 5-19-16

Library documents and records (other than patron records covered by the [Michigan Library Privacy Act \[PA 455 of 1982\]](#)) shall be available to the public in accordance with the [Michigan Freedom of Information Act \(FOIA\)](#) [PA 442 of 1976] upon a request which precisely describes the exact library public records desired. The Library need not create new public records to satisfy a request, nor must the Library make a compilation, summary or report of information. Costs associated with responding to a request will be charged to the requester.

The Kent District Library Board of Trustees authorizes the Library Director to serve as the FOIA Coordinator and to accept and process requests for public records. The Director shall report action taken on FOIA requests at the next regularly scheduled Kent District Library Board of Trustees meeting.

Upon providing Kent District Library’s FOIA Coordinator with a written request that describes a public record sufficiently to enable KDL to find the public record, a person has a right to inspect, copy, or receive copies of the requested public record.

A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Library Director.

Kent District Library may charge a fee for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record. The Library may also require a good faith deposit from the person requesting the public record or series of public records, if the fee exceeds \$50.00. The deposit shall not exceed half of the total fee.

KDL Policy 2.5

OVERDUE, LOST, AND/OR DAMAGED MATERIALS

Last Revised 3-16-18

Kent District Library may charge a fine for overdue materials. Kent District Library is not required to send notices for overdue or lost materials, and failure to receive a notice does not relieve the borrower of responsibility to return materials when due. Kent District Library will suspend a patron's borrowing privileges when the fines and/or fees on a patron's account exceed \$20.00.

~~When the combined value of overdue item(s) and the fine owed on the item(s) reaches \$20.00, and the item(s) is more than sixty (60) days past due, Kent District Library will invoice the patron. A payment plan may be established for a patron whose borrowing privileges have been suspended due to fines and/or fees owed. The payment plan is a contract whereby the patron agrees to pay what is owed on the account within a specified time.~~

~~When the combined value of overdue item(s), lost/damaged item(s) fees, and any other fine owed on the account reaches \$20.01, and when any charges for lost/damaged items have been on the account for 30 days, Kent District Library will invoice the patron. A patron's borrowing privileges will be restored once the account balance is reduced to \$20.00 or under.⁵~~

- ~~5. Language changed to specify the actual updated practice of billing for lost and/or damaged items. If the account is at \$20.00 in charges, the user is still has access to check items out. \$20.01 is the actual threshold. KDL now invoices after 30 days rather than 60.~~

KDL Policy 2.5.1

FEES

Last Revised 3-16-18

Kent District Library may charge a fee for specific library services. These may include, but are not limited to, the following:

- faxing;
- inter-library loan services;
- photocopying;
- printing; and
- non-resident cards.

KDL Policy 2.6

AUDIO-VISUAL MATERIALS USE

Kent District Library assumes no responsibility for damage to patrons' electronic equipment used to play library audio-visual materials.

INTRO

Agenda Item for Consideration: Overdue Fine Elimination

Board Meeting Dates: March 21, 2019 (first reading); April 18, 2019 (second reading)

Timeline: Target start date of June 2019 (Summer Reading 2019)

Budget Line Item(s): Charges for Services Revenue – Overdue Fines

Total Estimated Cost: \$160K received in Overdue Fines in 2018, \$25K in Overdue Fines budgeted in 2019.

PURPOSE

Kent District Library wants to eliminate a barrier to library use that more libraries across the country are adopting in order to make the library a more inclusive and welcoming place, by increasing access to the library for people who benefit from library resources the most. *The consideration of eliminating library overdue fines supports the strategic plan goal to “Improve Kent County’s 3rd Grade Reading Proficiency to help kids succeed in school and beyond.”*

BENEFITS

- **Goodwill of the community.** There is a new and renewed appreciation for the libraries that are fine free by local organizations and civic leaders.
 - KDL is a partner in Kent County’s efforts to support school children and their ability to access literacy resources. Eliminating overdue fines removes this barrier to access for children who need library resources to complete homework assignments.
- **Improved customer service environment at the library.** Staff and patrons want a positive atmosphere in the library. By removing discussions about money owed to the library as a result of late returns, a new emphasis on meeting patron needs can be achieved.
- **Increases use of the library.** Libraries who are fine free report increases in circulation, new library cards and returning patrons after making this change.
- **Importance of the impact on social justice.** For many patrons with fines on their library card, they do not have the ability to pay off the fines. Sometimes this is due to economic issues or other life situations. Staff also interact regularly with patrons who only pay the amount they need to continue to use the library.
 - A story was shared by the Grandville branch this year where a woman had recently gotten out of an abusive relationship. She asked staff if anything could be done with her large fines to allow her children to use the library again. And when staff waived the fines with the blessing of administration, she cried.

COST OF COLLECTING OVERDUE FINES

The library spends an estimated \$150k of our payroll dollars on staff time dealing with fines (either collecting the payment or manually waiving them). This staff time could be better focused on providing excellent, positive library service, instead of on negative interactions around fines.

Decreasing Revenues:

The erosion of fines began with the addition of the digital collection, the reduction of movie fines from \$1.00 per day to 15 cents a day, and finally auto-renewal further reduced this revenue. Overall, there has been an 80% decrease in revenue.

2019	\$19,165	YTD (January and February 2019)
2018	\$160,809	0.7% of revenues (Preliminary 2018 Financial Statements)
2017	\$150,911	0.6% of revenues
2016	\$192,596	0.8% of revenues
2015	\$450,068	2% of revenues
2014	\$616,757	4% of revenues
2013	\$711,129	4.7% of revenues
2012	\$760,132	4.9% of revenues
2011	\$814,927	5.2% of revenues

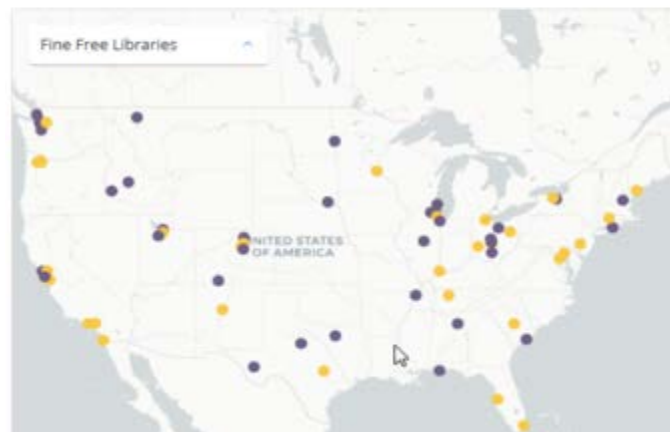
What this Change Does Not Affect:

This only affects overdue fines on library materials. KDL will still bill for items that are not returned to the library or are returned damaged. KDL will still send out overdue notices so people are reminded to return materials on time for others to enjoy and use.

OTHER LIBRARIES WITH NO FINES:

Libraries that are fine free include Denver PL, Enoch Pratt Free Library (MD), Nashville PL, Salt Lake City PL, San Diego PL, San Mateo PL. See the map below for additional libraries. Libraries who go fine free report that the experience is overwhelmingly positive.

Fine Free Libraries Map



DISADVANTAGES

- **Revenues reduced.** By no longer collecting overdue fines, this small revenue will end. Currently it is less than 1% of the library revenue due to eroding factors.
- **Accountability and returned materials.** Most libraries that are fine free indicate that there is no change in return rates. People who return materials late with overdue fines continue to do so on average of one week late.
- **Teaching responsibility.** It's not the library's mission to teach responsibility but it is a library's moral responsibility to encourage access to materials for all. As staff will also point out, children do not typically have control over their library visit and depend on parents to plan and execute a visit.

IMPLEMENTATION

In order to implement this change cleanly and fairly, an important part of this process is to waive existing overdue fines from library accounts. This gives all library patrons an equal advantage when this begins so people aren't confused by the library's new direction. If old fines remain on patron's accounts, staff would have to justify the old fines while explaining that new fines would not be added. This action would not include billed items for things not returned or items returned damaged.

RECOMMENDATION

Based on the provided information and decreasing revenue, eliminate overdue fines on KDL items to start in June 2019 for the Summer Reading focus. This includes waiving existing overdue fines (not bills for lost or damaged items) on accounts so all library patrons start the summer with a clean slate.

Document History:

1. First Draft – Michelle Boisvenue-Fox and Laura Powers
2. Revision – Leadership Team
3. Final Draft – Lance Werner and Jaci Cooper