



# KDL<sup>®</sup>

**BOARD OF TRUSTEES  
MEETING PACKET**

**04**

**APRIL 2019**

# DRAFT



## BOARD OF TRUSTEES MEETING AGENDA

### LOCATION

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

### DATE

Thursday, April 18, 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 – March 21, 2019
- \* VI. Finance Reports – March 2019
- VII. Lakeland Library Cooperative Report
- VIII. Director's Report – March 2019
- IX. New Business
  - A. KDL Service Center Redesign Update
  - B. KDL Policy Manual – Section 3: Operations & Facilities *First Reading*
  - \* C. Issue Analysis: RFP for KDL Service Center Bookmobile Addition *First Reading*
  - \* D. Resolution: First 2019 Budget Amendment *Roll-Call Vote*
  - \* E. Resolution: Schools & Libraries Universal Services (E-Rate) for 2019-20 *Roll-Call Vote*
  - F. Board Retreat Detail Discussion
- X. Liaison Representative Comments
- XI. Public Comments\*\*
- XII. Board Member Comments
- XIII. Meeting Dates

***Next Regular Meeting: Thursday, May 16, 2019 – KDL Kentwood Branch***
- \* 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."*

## DRAFT



**Information.  
Ideas.  
Excitement!**

## BOARD OF TRUSTEES MEETING MINUTES

### LOCATION

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

### DATE

Thursday, March 21, 2019 at 4:30 p.m.

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

**BOARD ABSENT:** None

**STAFF PRESENT:** Michelle Boisvenue-Fox, Jaci Cooper, Lindsey Dorfman, Randy Goble, Claire Horlings, Liz Knapp, Missy Lancaster, Brian Mortimore, Laura Powers, Kurt Stevens, 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 – 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 18, 2019 to accommodate a City of Walker carpet cleaning request.

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

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

**RESULT:** Motion carried.

### VI. FINANCE REPORTS – February 2019

- The Director of Finance gave a brief overview of the February cash report and the revenues and expenditures. Cash appears to be up \$1 million over the same time in the prior year. KDL has received 66.8% of budgeted revenues for the year. Though this figure seems high, the majority of KDL's revenue is received early in the fiscal year, such as the winter tax bill, so this is in line with what is to be expected. KDL is 16.7% through the year, and has spent 16.3% of budgeted expenditures, so expenditures are right on track. Ms. Powers pointed out a report in the financials that compares 2018 to 2019 – the property tax revenue discrepancy noted with the January financials has resolved itself.

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- Priority Health was the recipient of the largest check for the month of February. That is pretty standard, so Ms. Powers pointed out the second-largest check, which was to Gale Cengage Learning, KDL's online high school degree partner.

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

**Support:** Supported by Mr. Myers.

**RESULT:** Motion carried.

## VII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema reported on the following items from the LLC meeting:

- Lakeland Library Cooperative is beginning the 2019-2020 budget, so the finance committee will be meeting soon to discuss what is proposed.
- Grand Rapids Public Library (GRPL) is going fine-free for children's materials.

## VIII. DIRECTOR'S REPORT – February 2019

- Director Werner introduced Liz Knapp as the new branch manager of Comstock Park. Ms. Knapp is also the current branch manager of the Tyrone Township Branch and will be a shared manager for the two branches. Ms. Knapp has worked in libraries for about 20 years, formerly at GRPL, until coming to KDL three years ago. Ms. Knapp is excited to have two extremely awesome teams, and has enjoyed getting to know community members in each community. She thanked former Comstock Park Branch Manager, Nancy Mulder, for helping with the transition by making introductions. Ms. Knapp said she enjoys working for KDL because she is a valued member of the KDL family and staff feel safe to take exciting risks together.
- Director Werner updated the Board on the recent pipe burst at the East Grand Rapids Branch. The branch is still open in a limited capacity. The emergency resulted in standing water on both floors, damage to materials (about 100 books) and technology (4 computers), but most notably, damage to the building. Director Werner was there earlier for a desk shift and took a moment to commend EGR staff. The staircase is closed, but the elevator is open. A lot of people said response to the incident went very smoothly, and offered thanks to Lindsey and Kurt for showing up.
- In other building news, the Service Center thought there was a gas leak in the server room and called emergency services. Director Werner got everyone off campus. The issue was checked out and it turned out there was a sewer gas issue. The two emergencies resulted in a closer examination and update of KDL's Emergency Response Manual, including creating a contingency plan for Patron Services.
- Director Werner turned it over to Ms. Horlings to give an update on the following:
  - **Reading Booster Packs Update:** Approximately \$9,265 has been raised for the Reading Booster Packs as of today, which provides about 92 booster packs to our branches of the 500 total being distributed. Donations raised approx. 15% of the total number of booster packs needed. A follow-up letter was sent to all 81 donors, updating them on the total raised for this project and thanking them again for their support. Of that total, about 26 are brand new donors to KDL, including some staff members.
  - **Stewardship Update:** KDL mailed a thank you letter and a copy of the spring Kaleidoscope issue to the 113 new donors from 2018-present who live in Michigan. KDL also mailed or hand-delivered copies of this spring issue to a select number of loyal donors, Gala committee volunteers and new prospects.
  - **Gala Update:** Total commitments made to sponsor and actual payments made as of today are approximately \$38,300. All four authors have been booked: Susan Wiggs, Leif Enger, Catherine Chung, and Peter Swanson.

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The Board asked questions of staff and staff responded.

## IX. NEW BUSINESS

### A. KDL Service Center Redesign Update

Ms. Dorfman gave an update on the progress of the KDL Service Center Redesign. There weren't many changes in the last month, and tentative adjacencies were shared with the Board, but KDL Leadership Team are still finalizing them and bringing them back to Via one more time. A project deadline has not yet been established.

### B. KDL Policy Manual – Section 2: Circulation

Ms. Boisvenue-Fox pointed out five changes to Section 2: Circulation that were shown in the packet in red text with corresponding footnotes. Notable changes include providing full access to non-resident cards, a \$15 increase to the non-resident card due to the added features, and changing youth cards to student cards.

**Motion:** Mr. Noreen moved to approve the revisions to Section 2: Circulation of the KDL Policy Manual as presented.

**Support:** Supported by Ms. Gilreath-Watts.

**RESULT:** Motion carried.

### C. Issue Analysis: Overdue Fine Elimination (*First Reading*)

Ms. Boisvenue-Fox proposed the Issue Analysis to remove overdue fees for all materials, and explained that fines are archaic and penalize the people that need the service the most. Eliminating fines removes the need for some uncomfortable staff-patron interactions, increases circulation, and promotes good will. Many libraries who have implemented the elimination of fines are firm believers in it. The process would be implemented in June for Summer Reading, recognizing that there will be a necessary education component so that patrons are aware of what it entails.

The Board asked questions of staff and staff responded.

**Motion:** Mr. Myers moved to approve overdue fine elimination as presented.

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

**RESULT:** Motion carried.

## X. LIAISON REPRESENTATIVE COMMENTS – None

## XI. PUBLIC COMMENTS – None

## XII. BOARD MEMBER COMMENTS

**Ms. Bruursema:** Ms. Bruursema summarized her Friends of Michigan Libraries (FOML) newsletter included in the packet and explained that due to an administrative miscommunication, libraries did not get a renewal notice, but KDL is now a member again. Ms. Bruursema mentioned an April 5 workshop, and said that there will be another workshop in the fall.

**Mr. Erlewein:** Mr. Erlewein mentioned that he recently attended the Rockford Expo where local businesses showcase their products. Lynn Afendoulis was there, and he spoke to her about library funding and advocated for libraries.

**Ms. Gilreath-Watts:** Ms. Gilreath-Watts thanked Ms. Horlings for providing her with a brochure and was proud of KDL for the new Career Online High School programs. Ms. Gilreath-Watts is eager to go

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back to her work at a high school to exchange similar ideas about eliminating fines in their school library, and mentioned that at some schools, students cannot take their exams until they pay their library fines.

**Ms. Idema** – Ms. Idema apologized for not being at the last two meetings, but appreciates the thorough minutes to read and get caught up. Ms. Idema also conveyed her appreciation for the footnotes in the policy manual changes and how detailed and well-researched the last issue analysis was.

**Mr. Myers:** Mr. Myers announced that he will call in to next month's meeting because he is scheduled to be out of town.

**Mr. Noreen:** Mr. Noreen announced that he will not be at the April meeting as he will be in Washington for work.

**Ms. Oliver:** Ms. Oliver spoke about her involvement with the League of Women Voters. She reached out to the Gaines, Kentwood, Byron Center branches to set up an informational booth about the new changes resulting from the approval of Proposition 3.

**Ms. Weller:** Ms. Weller went over the details of the upcoming March 26 Board Training.

## XIII. MEETING DATES

*Regular Meeting: Thursday, April 18, 2019 – KDL Service & Meeting Center – 4:30 p.m.*

## XIV. ADJOURNMENT

**Motion:** Ms. Oliver moved for adjournment at 6:01 p.m.

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

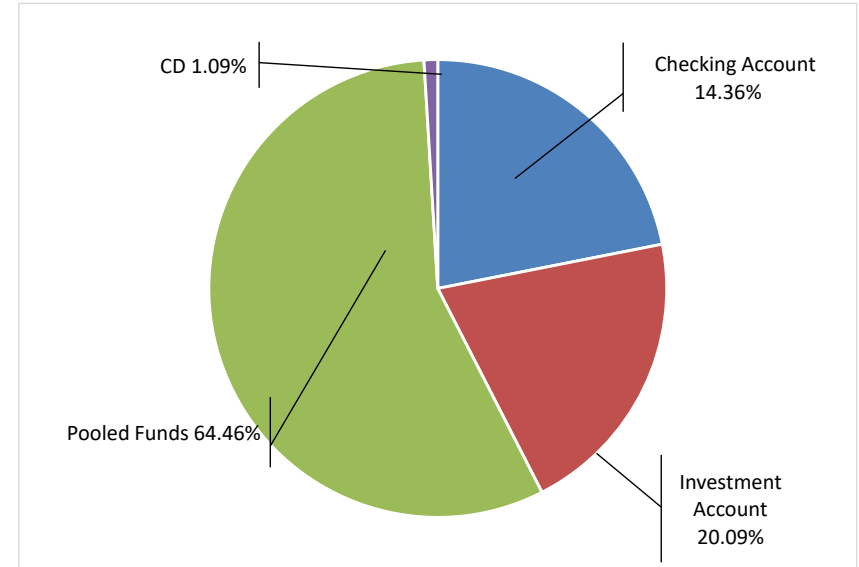
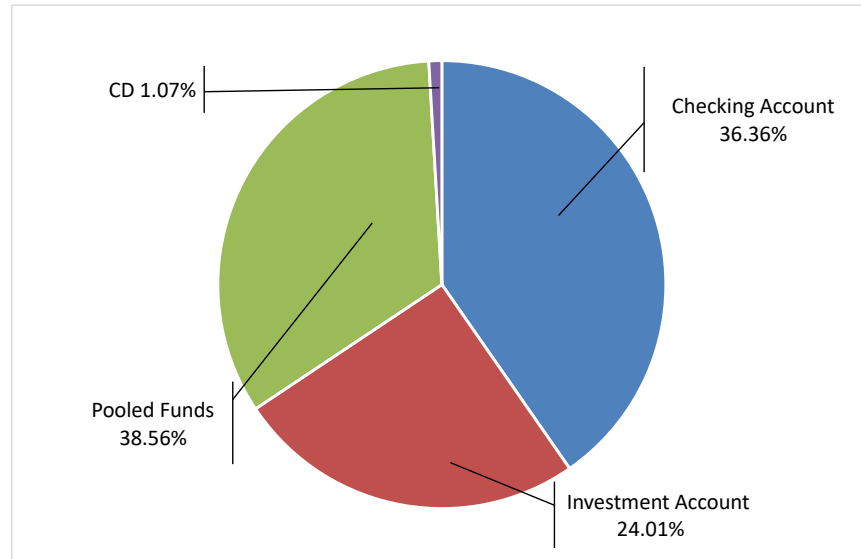
**RESULT:** Motion carried.



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ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

## Monthly Cash Position Per Bank Month ended March 31



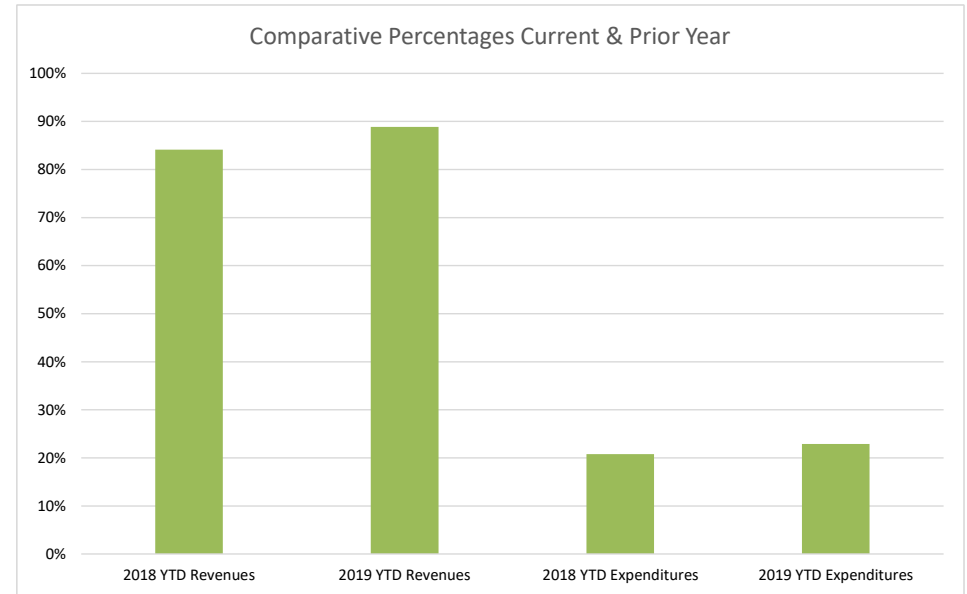
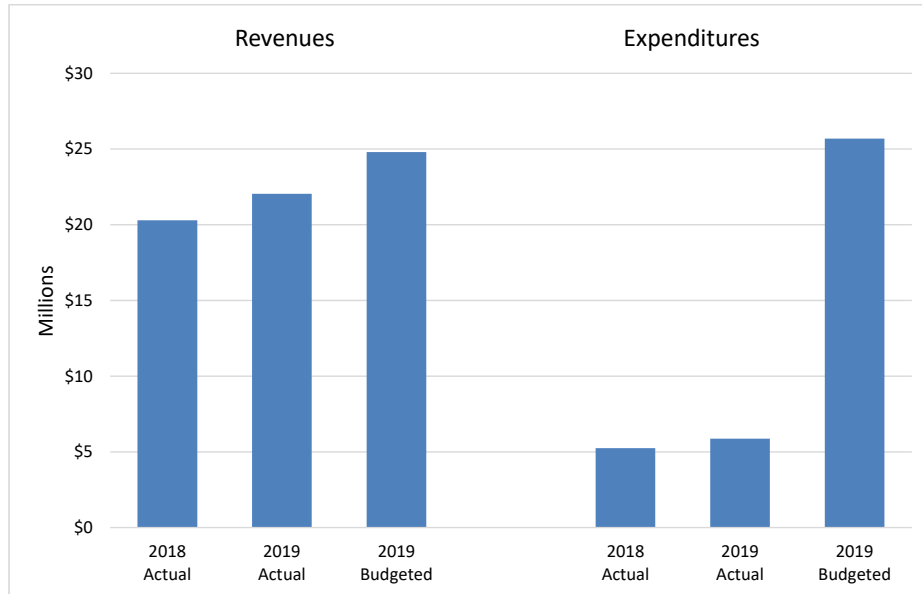
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$11,494,544.44
Huntington Investment Account	0.180%	\$7,210,698.39
*Kent County Pooled Funds	2.179%	\$9,525,945.54
First National Bank	2.030%	\$265,674.95
		<u>\$28,496,863.32</u>

2018		
Account	Rate	Amount
Huntington Checking Account	0.300%	\$5,924,270.55
Huntington Investment Account	0.180%	\$5,566,999.88
*Kent County Pooled Funds	0.956%	\$15,300,548.38
First National Bank	1.050%	\$261,028.00
		<u>\$27,052,846.81</u>

\* Includes Trust Pooled fund balances

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

## Monthly Revenues and Expenditures Month ended March 31



### Budget to Actual with Prior Year Comparison

#### Revenues

2018 Actual	\$	20,292,241
2019 Actual	\$	22,043,094
2019 Budgeted	\$	24,806,481

#### Expenditures

2018 Actual	\$	5,246,857
2019 Actual	\$	5,876,251
2019 Budgeted	\$	25,689,962

### Comparative Percentages Current & Prior Year

#### Account

#### Amount

2018 YTD Revenues	84.1%
2019 YTD Revenues	88.9%
2018 YTD Expenditures	20.8%
2019 YTD Expenditures	22.9%



Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2019 Through 3/31/2019  
(In Whole Numbers)

	YTD Actual	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	21,573,082	22,093,560	(520,478)	(2)%
Penal Fines	0	797,644	(797,644)	(100)%
Charges for Services	67,449	100,000	(32,551)	(33)%
Interest Income	37,351	76,000	(38,649)	(51)%
Public Donations	70,569	442,000	(371,431)	(84)%
Other Revenue	274,106	663,210	(389,104)	(59)%
State Sources	20,536	634,067	(613,531)	(97)%
Total Revenues	22,043,094	24,806,481	(2,763,387)	(11)%
Expenditures				
Salaries and Wages	2,416,424	11,753,570	9,337,146	79 %
Employee Benefits	1,008,577	3,732,138	2,723,561	73 %
Collections - Digital	596,470	1,539,498	943,028	61 %
Collections - Physical	541,229	2,121,387	1,580,158	74 %
Supplies	91,827	779,255	687,428	88 %
Contractual and Professional Services	476,251	1,776,121	1,299,869	73 %
Programming and Outreach	40,451	333,277	292,826	88 %
Maintenance and Utilities	469,736	1,999,046	1,529,310	77 %
Staff Development	27,839	257,883	230,044	89 %
Board Development	0	14,833	14,833	100 %
Other Expenditures	205,159	781,730	576,572	74 %
Capital Outlay	2,290	601,224	598,934	100 %
Total Expenditures	5,876,251	25,689,962	19,813,711	77 %
Excess Revenue Over (Under) Expenditures	16,166,843	(883,481)	17,050,324	(1,930)%

Kent District Library  
Statement of Revenues and Expenditures  
245 - Business Consulting Special Revenue Fund  
From 1/1/2019 Through 3/31/2019  
(In Whole Numbers)

	YTD Actual
Revenues	
Charges for Services	10,000
Total Revenues	10,000
Expenditures	
Salaries and Wages	2,065
Employee Benefits	517
Contractual and Professional Services	5,000
Maintenance and Utilities	300
Other Expenditures	2,491
Total Expenditures	10,373
Excess Revenue Over (Under) Expenditures	(373)

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2019 Through 3/31/2019  
(In Whole Numbers)

	YTD Ending March 31, 2018	YTD Ending March 31, 2019	Total Variance
Revenues			
Property Taxes	20,134,512	21,573,082	1,438,571
Charges for Services	83,474	67,449	(16,025)
Interest Income	40,524	37,351	(3,173)
Public Donations	2,839	70,569	67,730
Other Revenue	8,831	274,106	265,276
State Sources	22,061	20,536	(1,525)
Total Revenues	<u>20,292,241</u>	<u>22,043,094</u>	<u>1,750,854</u>
Expenditures			
Salaries and Wages	2,281,384	2,416,424	135,040
Employee Benefits	875,615	1,008,577	132,962
Collections - Digital	497,597	596,470	98,873
Collections - Physical	448,606	541,229	92,623
Supplies	129,265	91,827	(37,438)
Contractual and Professional Services	192,192	476,251	284,059
Programming and Outreach	35,154	40,451	5,297
Maintenance and Utilities	483,190	469,736	(13,453)
Staff Development	65,342	27,839	(37,503)
Other Expenditures	160,459	205,159	44,700
Capital Outlay	78,055	2,290	(75,765)
Total Expenditures	<u>5,246,857</u>	<u>5,876,251</u>	<u>629,394</u>
Excess Revenue Over (Under) Expenditures	<u>15,045,383</u>	<u>16,166,843</u>	<u>1,121,460</u>

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
Property Taxes					
4402 Current property taxes	5,032,145	21,420,207	21,899,031	(478,824)	(2)%
4412 Delinquent personal property taxes	564	1,816	33,349	(31,533)	(95)%
4432 DNR - PILT	4,780	4,780	11,000	(6,220)	(57)%
4437 Industrial facilities taxes	108,353	146,279	150,180	(3,901)	(3)%
Total Property Taxes	5,145,843	21,573,082	22,093,560	(520,478)	(2)%
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	9,395	22,241	50,000	(27,759)	(56)%
4658 Overdue fines	12,197	31,362	25,000	6,362	25 %
4660 Other Patron Fees	279	1,391	0	1,391	0 %
4685 Materials replacement charges	4,353	12,456	25,000	(12,545)	(50)%
Total Charges for Services	26,223	67,449	100,000	(32,551)	(33)%
Interest Income					
4665 Interest earned on deposits and investments	18,441	36,432	75,000	(38,568)	(51)%
4666 Interest Earned - Property Taxes	695	919	1,000	(81)	(8)%
Total Interest Income	19,135	37,351	76,000	(38,649)	(51)%
Public Donations					
4673 Restricted donations	29,527	69,232	162,000	(92,768)	(57)%
4674 Unrestricted donations	303	1,337	280,000	(278,663)	(100)%
Total Public Donations	29,830	70,569	442,000	(371,431)	(84)%
Other Revenue					
4502 Universal Service Fund - eRate	194,117	194,117	580,653	(386,536)	(67)%
4583 Contributions from public schools	0	34,907	63,057	(28,150)	(45)%
4667 Building rental	1,748	5,452	15,000	(9,548)	(64)%
4668 Royalties	225	951	3,000	(2,049)	(68)%
4676 Reimbursement of expenditures	37,512	37,512	0	37,512	0 %
4677 Program contributions	250	250	0	250	0 %
4688 Miscellaneous	240	916	1,500	(584)	(39)%
Total Other Revenue	234,093	274,106	663,210	(389,104)	(59)%
State Sources					
4540 State Aid	0	0	314,067	(314,067)	(100)%
4541 State aid - LBPH	20,536	20,536	40,000	(19,464)	(49)%
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	20,536	20,536	634,067	(613,531)	(97)%
Total Revenues	5,475,660	22,043,094	24,806,481	(2,763,387)	(11)%
<b>Expenditures</b>					
Salaries and Wages					
5700 Board Stipend	270	720	3,720	3,000	81 %
5701 Administrator wages	72,203	211,022	931,002	719,980	77 %
5702 Managers wages	171,192	451,066	2,327,601	1,876,535	81 %
5703 Support Staff wages	326,640	890,036	4,573,333	3,683,297	81 %
5704 Operations	274,149	738,257	3,439,863	2,701,606	79 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

		Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
5705	Interns	616	1,592	64,732	63,140	98 %
5706	Extra duty stipends	0	0	20,000	20,000	100 %
5707	Temporary Help	0	0	3,000	3,000	100 %
5708	Subs	46,974	125,292	390,320	265,027	68 %
5710	Contra Salaries and Wages - Consulting Admin	(520)	(1,560)	0	1,560	0 %
	Total Salaries and Wages	891,523	2,416,424	11,753,570	9,337,146	79 %
	Employee Benefits					
5709	FICA	66,140	178,846	894,696	715,851	80 %
5717	Defined Contribution Pension Plan Contributions	31,935	86,155	602,022	515,868	86 %
5718	Employee Health Benefits	97,306	310,095	1,426,951	1,116,856	78 %
5719	Part-time Employee Health Benefits	15,760	47,040	200,000	152,960	76 %
5720	HSA/Flex	3,348	346,154	377,740	31,586	8 %
5723	Retiree Health Care OPEB	150	820	2,084	1,264	61 %
5724	Life Insurance	4,607	9,243	26,269	17,027	65 %
5725	Additional Life Insurance	0	6,028	22,940	16,912	74 %
5726	Housing Allowance	1,000	3,000	12,000	9,000	75 %
5727	Gradifi Student Loan Assistance	4,442	13,427	120,822	107,395	89 %
5728	YMCA Membership Support	140	360	3,120	2,760	88 %
5730	Other Employee Benefits	1,555	7,800	34,494	26,694	77 %
5735	Contra Employee Benefits - Consulting Admin	(130)	(390)	0	390	0 %
5842	Unemployment Claims	0	0	9,000	9,000	100 %
	Total Employee Benefits	226,253	1,008,577	3,732,138	2,723,561	73 %
	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	0	107,850	132,158	24,309	18 %
5788	Miscellaneous Electronic Access	45,474	181,589	287,340	105,751	37 %
	Total Collections - Digital	45,474	596,470	1,539,498	943,028	61 %
	Collections - Physical					
5791	Subscriptions	359	56,295	72,922	16,627	23 %
5815	KDL Cruisers	10,000	10,000	27,000	17,000	63 %
5871	Branch Local Materials - Restricted Donation Expenditures	2,241	10,410	12,000	1,590	13 %
5982	Collection Materials - Depreciable	104,606	302,033	1,231,070	929,037	75 %
5983	CD/DVD Collection Materials - Non-Depreciable	49,846	129,373	599,500	470,127	78 %
5984	Beyond Books Collection - Non-Depreciable	22,990	33,118	178,895	145,777	81 %
	Total Collections - Physical	190,043	541,229	2,121,387	1,580,158	74 %
	Supplies					
5750	Processing Supplies	10,839	27,237	173,855	146,618	84 %
5751	Office Supplies	7,923	10,183	49,741	39,559	80 %
5752	Paper	(4,286)	3,647	27,383	23,736	87 %
5753	AV Supplies	2,293	6,191	17,390	11,199	64 %
5754	Disposable Technology <\$1000	799	6,687	217,689	211,001	97 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

		Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
5755	Maintenance Supplies - Custodial	608	1,210	6,702	5,492	82 %
5756	Water Cooler	367	900	9,530	8,630	91 %
5757	Meeting Center Supplies	50	861	4,000	3,139	78 %
5760	Technology Accessories	391	5,370	25,706	20,335	79 %
5764	All-staff Supplies	0	0	5,000	5,000	100 %
5765	Wellness Supplies	0	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	1,050	1,479	36,670	35,191	96 %
5769	Service Awards	0	1,171	6,400	5,230	82 %
5770	Other Awards/Prizes	8,474	14,418	106,450	92,032	86 %
5771	Beverages	200	578	8,750	8,172	93 %
5790	Books (not for circulation)	0	0	350	350	100 %
5799	Miscellaneous Supplies	1,844	3,267	20,502	17,235	84 %
5851	Mail/Postage	531	1,026	9,206	8,180	89 %
5900	Copier/Printer Overage Charges	2,778	6,530	45,932	39,402	86 %
	Total Supplies	33,860	91,827	779,255	687,428	88 %
	Contractual and Professional Services					
5792	Software	3,171	233,122	540,205	307,083	57 %
5801	Professional Services	1,995	1,995	168,700	166,705	99 %
5803	IT Consultant - Consulting Svcs.	1,970	8,043	185,000	176,958	96 %
5804	Other Consultants	0	43	34,890	34,848	100 %
5805	Audit Services	0	0	26,200	26,200	100 %
5806	Legal Services	665	741	21,500	20,759	97 %
5808	ILS Consultant	0	28,667	97,000	68,333	70 %
5809	Temporary Contracted Employees	1,413	5,674	0	(5,674)	0 %
5811	IT Contracted Services	19,053	22,921	67,980	45,059	66 %
5812	HR Contracted Services	23	386	2,000	1,614	81 %
5813	Delivery Services	13,824	31,489	138,560	107,071	77 %
5814	Security Services	7,683	9,851	53,085	43,235	81 %
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	684	740	2,675	1,935	72 %
5827	Catering	0	0	21,225	21,225	100 %
5829	Custodial/cleaning services	860	1,290	18,300	17,010	93 %
5830	Other Contracted Services	555	5,161	44,333	39,172	88 %
5833	All-staff Services	0	0	25,000	25,000	100 %
5834	Wellness Services	2,310	2,310	1,925	(385)	(20)%
5835	Team KDL Services	0	0	12,500	12,500	100 %
5836	Employee & Partner Care (Flowers, Etc)	162	312	4,150	3,838	92 %
5890	ILS Fees	0	94,538	195,618	101,080	52 %
5891	Licenses and Fees	0	3,480	225	(3,255)	(1,447)%
5893	Marc Records License	409	1,045	7,500	6,456	86 %
5956	Other Benefits Administration Fees	624	2,257	5,000	2,743	55 %
5957	Pension Administration Fees	0	0	4,000	4,000	100 %
5958	Payroll processing fees	5,187	18,106	64,650	46,544	72 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

		Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
5960	Banking Fees	76	631	4,625	3,994	86 %
5961	TSYS/Credit Card Fees	685	2,399	10,350	7,951	77 %
	Total Contractual and Professional Services	61,347	476,251	1,776,121	1,299,869	73 %
	Programming and Outreach					
5794	Outreach Supplies	712	1,769	25,957	24,188	93 %
5795	Programming Supplies	4,893	14,785	66,870	52,085	78 %
5796	Youth Programming Supplies	32	32	8,900	8,868	100 %
5797	Teen Programming Supplies	52	52	10,050	9,998	99 %
5798	Adult Programming Supplies	0	32	7,170	7,138	100 %
5865	Programming Services	800	3,286	42,460	39,174	92 %
5866	Youth Programming Services	0	0	7,400	7,400	100 %
5867	Teen Programming Services	0	500	900	400	44 %
5868	Adult Programming Services	0	0	15,500	15,500	100 %
5885	Speakers/Performers	12,995	19,995	139,125	119,130	86 %
5950	Airport Free Library	0	0	8,945	8,945	100 %
	Total Programming and Outreach	19,483	40,451	333,277	292,826	88 %
	Maintenance and Utilities					
5822	Maintenance Contracts	0	0	5,575	5,575	100 %
5848	Mobile Hotspots	1,403	2,807	12,100	9,293	77 %
5849	Cell Phones/ Stipends	2,351	5,725	30,041	24,315	81 %
5850	Telephones	4,229	9,523	75,000	65,477	87 %
5852	Internet/Telecomm Services	53,291	158,878	624,000	465,122	75 %
5918	Water/Sewer	0	374	3,800	3,426	90 %
5919	Waste Disposal	362	1,083	7,500	6,417	86 %
5920	Electric	4,372	9,010	68,000	58,990	87 %
5921	Natural Gas	2,717	3,727	15,000	11,273	75 %
5925	Snowplowing	4,812	9,256	15,000	5,744	38 %
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	1,520	1,685	38,600	36,915	96 %
5931	Equipment Repair and Maintenance	1,278	7,858	18,180	10,322	57 %
5932	Vehicle Repairs and Maintenance	0	0	17,800	17,800	100 %
5933	Software & IT Hardware Maintenance Agreements	4,254	149,997	440,662	290,665	66 %
5934	Other Repair and Maintenance	0	0	250	250	100 %
5940	Rentals	326	3,941	166,127	162,186	98 %
5941	Printer/Copier Leases	1,277	9,985	66,656	56,671	85 %
5943	Contra Maintenance & Utilities - Consulting Admin	(100)	(300)	0	300	0 %
	Total Maintenance and Utilities	82,094	469,736	1,999,046	1,529,310	77 %
	Staff Development					
5910	Professional Development	2,144	4,669	95,742	91,073	95 %
5911	Conferences	2,702	8,177	32,950	24,773	75 %
5913	Travel/Lodging	11,404	14,992	129,191	114,199	88 %
	Total Staff Development	16,249	27,839	257,883	230,044	89 %
	Board Development					
5908	Board Development	0	0	3,595	3,595	100 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 3/1/2019 Through 3/31/2019  
(In Whole Numbers)

	Current Month	2019 YTD	2019 Original Budget	2019 Original Budget to Actual Variance	Percent Remaining
5909 Board Travel/Lodging	0	0	11,238	11,238	100 %
Total Board Development	0	0	14,833	14,833	100 %
Other Expenditures					
5759 Gas, Oil, Grease	28	111	19,500	19,389	99 %
5860 Parking	76	80	9,940	9,860	99 %
5861 Mileage Reimbursement	288	2,576	53,202	50,626	95 %
5870 Branch Local Misc - Restricted Donation Expenditures	17,848	27,680	150,000	122,320	82 %
5873 Website	11,725	33,549	109,318	75,769	69 %
5874 Employment Advertising	0	0	1,000	1,000	100 %
5875 System Advertising	2,411	13,619	82,540	68,921	84 %
5884 Photography	1,165	1,577	15,500	13,923	90 %
5901 Outsourced Printing & Publishing	7,091	7,091	37,084	29,993	81 %
5906 Promotions/Marketing	278	934	34,915	33,981	97 %
5912 Meetings	575	5,215	18,865	13,650	72 %
5915 Memberships	14,824	23,819	58,416	34,598	59 %
5916 Dues and Fees	190	1,625	6,466	4,842	75 %
5935 Property Liability Insurance	56,239	56,239	62,920	6,681	11 %
5936 Vehicle Liability Insurance	5,196	5,196	14,950	9,754	65 %
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	3,906	11,855	42,000	30,145	72 %
5955 Miscellaneous	277	317	7,500	7,183	96 %
5959 Sales Taxes	0	1	500	499	100 %
5964 Property Tax Reimbursement	4,453	4,561	35,975	31,414	87 %
5965 MEL Return Items	116	161	3,000	2,839	95 %
Total Other Expenditures	126,684	205,159	781,730	576,572	74 %
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	18	18	9,300	9,282	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+)	0	0	228,250	228,250	100 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	1,940	2,140	58,680	56,540	96 %
5980 Equipment/Furniture - Depreciable (\$5000+)	132	132	57,957	57,825	100 %
Total Capital Outlay	2,090	2,290	601,224	598,934	100 %
Total Expenditures	1,695,100	5,876,251	25,689,962	19,813,711	77 %
Excess Revenue Over (Under) Expenditures	3,780,560	16,166,843	(883,481)	17,050,324	(1,930)%



**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 3/1/2019 Through 3/31/2019

Check Number	Vendor Name	Check Amount	Check Date
190460000605	Priority Health	126,249.68	3/1/2019
76276	Citizens Insurance Company	61,435.00	3/15/2019
76183	Everstream Holding LLC- Michigan	49,441.16	3/4/2019
76368	Baker & Taylor	44,415.78	3/28/2019
3152019	The Huntington Bank - Michigan	43,447.24	3/15/2019
76403	Ingram Library Services Llc	29,753.71	3/28/2019
76158	Baker & Taylor	20,943.91	3/4/2019
76225	Midwest Tape	20,253.30	3/4/2019
76318	Linkedin Corporation	20,000.00	3/15/2019
76423	Midwest Tape	18,037.89	3/28/2019
76201	Ingram Library Services Llc	16,981.69	3/4/2019
76270	Baker & Taylor	16,071.21	3/15/2019
76163	CareATC, INC	15,760.00	3/4/2019
76454	Via Design	13,425.00	3/28/2019
76174	Comerica Bank	13,130.73	3/4/2019
76354	The Executive Committee, INC - A Vistage Company	12,792.00	3/22/2019
76308	Interpersonal Frequency	11,725.00	3/15/2019
76307	Ingram Library Services Llc	10,881.78	3/15/2019
76389	GR Bikes, LLC	10,000.00	3/28/2019
76405	IP Consulting, Inc.	9,758.00	3/28/2019
76328	Midwest Tape	8,888.35	3/15/2019
76239	Sabopr	8,613.75	3/4/2019
9823311648	Verizon Wireless - MiFy Routers & Cell phones	7,377.59	3/22/2019
76299	Holland Litho Printing Services	7,090.51	3/15/2019
76254	Thomas Klise/Crimson Multimedia	7,090.00	3/4/2019
76280	Comerica Bank	6,881.68	3/15/2019
76379	Comerica Bank	6,240.03	3/28/2019
76355	Abila	5,672.00	3/28/2019
76434	Same Day Delivery, Inc	5,120.00	3/28/2019
76409	Kathryn Erskine	5,000.00	3/28/2019
76265	All Season Lawn Care	4,812.00	3/15/2019
76277	City Of Kentwood / Kentwood Parks & Recreation	4,367.04	3/15/2019
76382	DK Security	4,242.58	3/28/2019
76251	State Of Michigan - Unemployment Agency	4,227.54	3/4/2019
ATT 032019	At&T	4,013.22	3/10/2019
76264	Accident Fund	3,905.50	3/15/2019
76257	UAW Local 2600	3,658.54	3/4/2019
76449	Thomas Klise/Crimson Multimedia	3,510.00	3/28/2019
76160	Bmi	3,480.00	3/4/2019
205366223445	Consumers Energy	3,386.31	3/12/2019
76189	Handy Laundry	3,375.00	3/4/2019
76252	Sullivan Label & Packaging	3,360.00	3/4/2019
76444	Staples Business Advantage	3,257.84	3/28/2019
76333	PLIC - SBD Grand Island	2,984.83	3/15/2019
9823311647	Verizon Wireless - MiFy Routers & Cell phones	2,810.84	3/1/2019
76236	Prudential	2,745.00	3/4/2019
76241	Same Day Delivery, Inc	2,560.00	3/4/2019
76339	Same Day Delivery, Inc	2,560.00	3/15/2019
76232	Olson HR Solutions / Peggy Olson	2,500.00	3/4/2019
76188	Greatamerica Financial Svcs.	2,299.00	3/4/2019

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 3/1/2019 Through 3/31/2019

Check Number	Vendor Name	Check Amount	Check Date
76380	Kevin Kammeraad / Cooperfly Creative Arts	2,275.00	3/28/2019
76311	John Ball Zoo	2,050.00	3/15/2019
76282	DK Security	2,024.96	3/15/2019
76319	Mark Lavengood / Bear Mark LLC	2,000.00	3/15/2019
76451	Ebiz Technology LLC / Traction Consulting Group	1,970.00	3/28/2019
76317	Lindsey Dorfman	1,933.95	3/15/2019
76347	UAW Local 2600	1,813.62	3/15/2019
76310	Jamie Jewell	1,800.00	3/15/2019
76452	UAW Local 2600	1,770.70	3/28/2019
76428	Noordyk Business Equipment	1,724.91	3/28/2019
76260	Vertiv Corporation	1,696.00	3/4/2019
76250	Staples Business Advantage	1,662.59	3/4/2019
76336	RECORDED BOOKS, INC	1,638.01	3/15/2019
76169	Chelsea Holley	1,575.00	3/4/2019
76323	Michigan Office Solutions (MOS)	1,562.55	3/15/2019
76392	Holwerda Upholstery, Inc.	1,540.00	3/28/2019
76271	Blackstone Audio Inc	1,512.92	3/15/2019
76287	Escape Rooms On The Go LLC	1,500.00	3/15/2019
76406	Joanna Hyde	1,500.00	3/28/2019
910020326757-02	Dte Energy	1,474.72	3/4/2019
086458540403	At&T	1,424.42	3/1/2019
76245	Scholastic Library Publishing	1,372.80	3/4/2019
76345	TerHorst & Rinzema Construction Co.	1,370.00	3/15/2019
76427	MorningStar Health	1,365.30	3/28/2019
76343	Stephanie Jackson	1,320.00	3/15/2019
76433	RNL Graphics Solutions, LLC	1,287.14	3/28/2019
76233	Pam Spring Advertising, Llc	1,282.50	3/4/2019
76455	Wolverine Power Systems	1,278.35	3/28/2019
76230	Noordyk Business Equipment	1,260.12	3/4/2019
76166	Central Michigan Paper	1,250.80	3/4/2019
910020326757 03	Dte Energy	1,242.63	3/7/2019
76386	Gale/Cengage Learning	1,169.24	3/28/2019
76237	RECORDED BOOKS, INC	1,142.43	3/4/2019
76216	Medema Consulting Associates Llc	1,050.00	3/4/2019
76414	Lorilee Craker	1,000.00	3/28/2019
204298332333	Consumers Energy	986.01	3/14/2019
76370	Blackstone Audio Inc	979.46	3/28/2019
76358	Accountemps	950.94	3/28/2019
76341	Staples Business Advantage	947.22	3/15/2019
76291	Gale/Cengage Learning	922.93	3/15/2019
76445	Stealth Pest Management	912.00	3/28/2019
76281	DearReader.Com LLC	875.00	3/15/2019
76184	Findaway World, Llc	866.82	3/4/2019
76385	Findaway World, Llc	865.63	3/28/2019
76390	Grand Rapids Building Services	860.00	3/28/2019
76408	Joshua Dunigan	800.00	3/28/2019
76290	Gail Moore	800.00	3/15/2019
76346	Thomas Klise/Crimson Multimedia	800.00	3/15/2019
76329	Mlive Media Group	770.75	3/15/2019
76297	Greatamerica Financial Svcs.	768.43	3/15/2019
76312	Kellogg & Sovereign Consulting, Llc	750.00	3/15/2019

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 3/1/2019 Through 3/31/2019

Check Number	Vendor Name	Check Amount	Check Date
76262	Wolverine Printing Company	739.90	3/4/2019
76337	RNL Graphics Solutions, LLC	690.15	3/15/2019
76316	Lewis Paper	688.15	3/15/2019
76437	Schuler Books	672.75	3/28/2019
76289	Foster, Swift, Collins & Smith, P.C.	665.00	3/15/2019
76412	Lewis Paper	626.59	3/28/2019
76431	Penworthy Co.	626.22	3/28/2019
76177	Diane Cutler	611.68	3/4/2019
76149	Absopure Water Company	605.00	3/4/2019
76229	Nationwide	601.28	3/4/2019
76226	Mlive Media Group	593.00	3/4/2019
76348	Unique	555.01	3/15/2019
76388	GovConnection, Inc.	554.02	3/28/2019
76273	Calvin Christian Middle School	550.00	3/15/2019
76330	Nationwide	535.34	3/15/2019
76301	Home Repair Services of Kent County, Inc.	525.00	3/15/2019
76185	Gale/Cengage Learning	514.22	3/4/2019
76432	RECORDED BOOKS, INC	507.66	3/28/2019
76383	Erik Samuelsson	500.00	3/28/2019
76164	CDW Government, Inc.	489.00	3/4/2019
76357	Absopure Water Company	457.95	3/28/2019
76187	Grand Rapids Building Services	430.00	3/4/2019
76430	Penguin Random House, Llc.	427.00	3/28/2019
76296	Grand Rapids Community College	400.00	3/15/2019
76178	DK Security	395.50	3/4/2019
76159	Blackstone Audio Inc	394.88	3/4/2019
76331	Pam Spring Advertising, Llc	380.00	3/15/2019
76332	Penguin Random House, Llc.	375.00	3/15/2019
AP-8843	Arrowaste	362.09	3/26/2019
76186	Gareth Stevens Publishing	359.10	3/4/2019
76275	Central Michigan Paper	346.29	3/15/2019
76234	Penguin Random House, Llc.	340.00	3/4/2019
76315	Legal Shield	335.90	3/15/2019
76263	Absopure Water Company	320.50	3/15/2019
76212	Legal Shield	304.00	3/4/2019
76335	Rebecca Keller	300.00	3/15/2019
76261	William Oosterbaan	300.00	3/4/2019
76435	Sandra Brogger	300.00	3/28/2019
76369	Barbara D. Ziemann	300.00	3/28/2019
RIS0002172540	Delta Dental Of Michigan	285.41	3/11/2019
76165	Center Point Publishing	267.24	3/4/2019
76228	Morgan Hanks	260.00	3/4/2019
76238	Rotary Club Of Grand Rapids	250.00	3/4/2019
76338	Rotary Club Of Grand Rapids	250.00	3/15/2019
76231	Olivia Simon	250.00	3/4/2019
76246	Shelby Johnson	250.00	3/4/2019
76167	Chad Broughman	250.00	3/4/2019
76171	Colin Pearson	250.00	3/4/2019
76150	Ana Maria Groenenboom	250.00	3/4/2019
76352	Frederik Meijer Gardens & Sculpture Park	250.00	3/22/2019
76206	Justin Wolters	250.00	3/4/2019
76203	Janae Brugel	250.00	3/4/2019

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 3/1/2019 Through 3/31/2019

Check Number	Vendor Name	Check Amount	Check Date
76204	Jessina Van Lopik	250.00	3/4/2019
76446	Joanna Hogan / Strategic Fundraising Coach	250.00	3/28/2019
76387	Gordon Water Systems	224.00	3/28/2019
76172	Comcast Cable	216.90	3/4/2019
76322	Michelle Roossien	210.00	3/15/2019
76344	TASC	206.36	3/15/2019
76190	Heart Of West Michigan United Way	201.00	3/4/2019
76151	Andrea Wallace	200.00	3/4/2019
76272	Brian Mortimore	187.15	3/15/2019
76214	Lewis Paper	182.84	3/4/2019
616984202203	At&T	178.33	3/1/2019
76207	Kalamazoo Nature Center Inc.	178.00	3/4/2019
76256	Thomson Reuters- West Publishing Corp.	170.00	3/4/2019
76283	Dow Jones, L.P.	156.00	3/15/2019
76292	Gaslight Village Business Association	155.00	3/15/2019
76314	Lance Werner	154.52	3/15/2019
76215	Lindsey Dorfman	149.95	3/4/2019
76295	Grainger	149.76	3/15/2019
76320	Mark Tomlinson	146.00	3/15/2019
76456	Wolverine Printing Company	141.60	3/28/2019
76173	Comcast Cable	134.90	3/4/2019
76279	Comcast Cable	134.90	3/15/2019
76404	Holding Company V&V, Inc. / Inontime, LLC	132.00	3/28/2019
76300	Holly Goulet	120.76	3/15/2019
76453	Valley City Sign Co	120.00	3/28/2019
393913	Paychex	112.50	3/8/2019
76170	City Of Kentwood / Kentwood Parks & Recreation	108.57	3/4/2019
76258	USI Educational and Government Sales	107.12	3/4/2019
76298	Heart Of West Michigan United Way	100.50	3/15/2019
76391	Heart Of West Michigan United Way	100.50	3/28/2019
76191	Henry Minks	100.00	3/4/2019
76205	Julie Mitchell	100.00	3/4/2019
76293	Gary F Korreck	100.00	3/15/2019
76182	Evelyn Wolf	100.00	3/4/2019
76175	Daniel Tighe	100.00	3/4/2019
76349	University of Michigan Ann Arbor	100.00	3/15/2019
76211	Lakeland Library Cooperative	100.00	3/4/2019
76353	Katrina Kalisz	100.00	3/22/2019
76248	Shirley Bruursema	99.24	3/4/2019
76334	Randall Goble	98.90	3/15/2019
76376	Cedar Springs Theatre Association	97.00	3/28/2019
76439	Shirley Bruursema	94.88	3/28/2019
76227	Monica Walen	92.15	3/4/2019
76210	Kristi Kaluski	91.22	3/4/2019
76377	Center Point Publishing	91.08	3/28/2019
76381	Dawn Lewis	87.75	3/28/2019
76242	Samuel Knochs III	86.30	3/4/2019
76410	Kent County Treasurer	85.70	3/28/2019
9823349859	Verizon Wireless - MiFy Routers & Cell phones	83.12	3/1/2019
76213	Lerner Group	79.69	3/4/2019
76255	Thomas Noreen	75.79	3/4/2019

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 3/1/2019 Through 3/31/2019

Check Number	Vendor Name	Check Amount	Check Date
76384	Findaway World, Llc	69.99	3/28/2019
76284	Ebsco Information Services	65.31	3/15/2019
76371	Bloomfield Township Public Library ATTN: Deb Smith	65.00	3/28/2019
76440	Stacy Schuster	55.00	3/28/2019
76407	John DeGraaf	54.00	3/28/2019
76373	Caitlin S. Oliver	52.89	3/28/2019
76359	Allie Marie Idema	52.89	3/28/2019
76438	Sheri Gilreath-Watts	52.89	3/28/2019
76450	Thomas Noreen	51.26	3/28/2019
76413	Lisa Gundry	50.00	3/28/2019
76176	Debra Gorby	50.00	3/4/2019
76192	Holly Goulet	50.00	3/4/2019
76162	Caitlin S. Oliver	48.53	3/4/2019
76247	Sheri Gilreath-Watts	48.53	3/4/2019
76426	Morgan Hanks	48.33	3/28/2019
76209	Kip Odell	47.28	3/4/2019
76153	Angela Culp	45.92	3/4/2019
76274	Center Point Publishing	45.54	3/15/2019
76378	Charles R. Myers	43.08	3/28/2019
76179	DWD Technology Group	42.50	3/4/2019
76168	Charles R. Myers	40.90	3/4/2019
76243	Sarah Ann Weller	40.90	3/4/2019
76425	Monroe County Library System	40.00	3/28/2019
76374	Cedar Springs Post Inc	40.00	3/28/2019
76266	At&T Long Distance	37.87	3/15/2019
76436	Sarah Ann Weller	37.09	3/28/2019
76288	Federal Armored Truck, Inc	35.00	3/15/2019
76180	Edc Educational Services	31.98	3/4/2019
76286	Emily Weinmann	31.94	3/15/2019
76152	Andrew Erlewein	30.00	3/4/2019
76361	Andrew Erlewein	30.00	3/28/2019
76375	Cedar Springs Rotary	30.00	3/28/2019
76313	Lakeland Library Cooperative	30.00	3/15/2019
76351	Vivi Hoang	28.11	3/15/2019
76240	Saline District Library	26.00	3/4/2019
76244	Sarah Roberts	25.00	3/4/2019
76350	Van Buren District Library	24.99	3/15/2019
417834	123.Net, Inc	24.45	3/1/2019
76309	Jacqueline Jurgens	20.00	3/15/2019
76372	Cadillac-Wexford County Public Library	19.95	3/28/2019
76259	Vanessa Walstra	18.95	3/4/2019
76429	Olga V. Conens	18.94	3/28/2019
76235	Portage District Library	18.60	3/4/2019
76321	Michele Justema	17.99	3/15/2019
76360	Amy Wyma	17.99	3/28/2019
76161	Brooks Gervat	17.95	3/4/2019
76208	Kathy Hagan	17.90	3/4/2019
76447	Thomas R. Noreen / The Bugle, LLC	15.00	3/28/2019
76342	State University of Iowa	15.00	3/15/2019
76181	Edward Deschaine	15.00	3/4/2019
76411	Lauren Pham	14.98	3/28/2019

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 3/1/2019 Through 3/31/2019

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
76415	Maria Arreguin-Duran	13.99	3/28/2019
76424	Milissa Cowgill	12.99	3/28/2019
76148	Aaron Rossell	12.99	3/4/2019
76202	Jackie Boss	12.73	3/4/2019
76393	Howell Carnegie District Library	12.00	3/28/2019
76294	Gordon Water Systems	11.90	3/15/2019
76340	Shaunna Martz	11.85	3/15/2019
76448	Thomas Johnston	10.99	3/28/2019
76285	Emily Spranger	10.00	3/15/2019
76253	Tammy Jo Budzynski	5.34	3/4/2019
76278	Claire Horlings	3.75	3/15/2019
Report Total		799,030.84	

## **BRANCH UPDATES**

The Board approved the closing of all KDL Branches for In-Service days in 2019. Some branches have completed their in-service days and others will take place throughout the rest of year. Managers were asked about what they have planned and what the desired goal is for their Branch In-Service days. If branches already completed their in-service day, they were asked what they had planned, how the experience went, and if they reached the desired goal.

### **• ALPINE**

Alpine's Branch In-Service day was scheduled for Wednesday, January 16. Due to bad weather, KDL opened at 12:00pm that day. The items that were required (KDL Way, Patron Response Framework, IT Chat) are being re-scheduled into staff meetings held during rest of the year. Staff did have Active Shooter training with the local Community Outreach Officer, Deputy Douglas. There was a lot of valuable information about what to do and how to respond. Staff also reviewed tornado and fire drill procedures and the Emergency Response Manual. The planned field trip to Kelloggsville later in the afternoon was canceled – there was bad weather and the school was closed.

### **• ALTO**

Alto's In Service Day was postponed due to weather. The Branch In-Service Day has yet to be rescheduled. For the branch-unique portion of the day, a training through WebJunction was planned. The WebJunction webinars were "Outreach Programs in Rural Communities: Simple Steps for Surprising Results" and "Outside the Box: Placemaking, Partnerships & Community Event Design." If time allows, staff will also view a course on Reader's Advisory. These were chosen to help staff become more effective in the community. Staff continue to be active in reaching out to the community to bring them in and work at going to where people are in order to have interactions with those who don't come to the library. In a small town with limited resources, local partnerships are vital. Alto has been very lucky as anyone who staff have approached has not turned down help, but staff would like to be even better at it, both for the branch and community partners. The possible reader's advisory component is for the same reason, to be the most effective in helping patrons.

### **• BYRON**

It is rare that the Byron staff members have the ability to spend any more than a couple hours to meet as a team and discuss library issues, so staff are excited for this in-service opportunity. In addition to the agenda topics being covered by all branches (i.e. KDL Way, IT Basics, etc.) the plan is to use the time to discuss upcoming branch projects, events, and initiatives as well as highlight best practices for handling the challenges in the branch; topics such as addressing patron behavior issues, emergency situation protocols, and staff safety. There will also be time to explore facility planning issues. The goal is to figure out what kinds of changes staff can make to ensure the Byron branch meets the needs of the community. How might the new staffing model impact that? How might staff better highlight the collection using displays, furniture, etc.? While as a group Byron may not reach any final decisions over the course of this in-service, the hope is to compile some great ideas and thoughtful feedback that will help continue the branch as a focal point of the Byron community!

### **• CALEDONIA**

The desired goal is that the team have a good deal of time for teambuilding. It would be ideal to schedule a non-library related project for staff to work on in the community. Since KDL will be heading into the new staffing

model (Caledonia Branch In-Service is in September), it will be important for the team to remember that the transition will require support from one another. There will be a lot of time for questions, stories, and open discussion. Some of the more structured topics will be in the morning, so the goal is to add in some interesting activities in the afternoon.

- **EAST GRAND RAPIDS**

The East Grand Rapids Branch will be piloting a different staffing model September through December. The Branch In-Service day for East Grand Rapids falls at the end of October and most of the topics will be centered on the pilot; evaluating progress for the first two months and considering adjustments and changes to make the staffing model more functional. There will also be some team building activities.

- **GAINES**

Gaines Branch In-Service day is not until October, so full planning has not started yet, but because the Gaines Branch is a pilot for the new staffing model there will be lots of discussion about how things are going with the pilot and resolving any issues relating to that change. Staff will participate in some fun team building and stress relieving exercises. There may be a staff discussion on a book about change and staff will book talk a favorite book to the rest of the Gaines team. There will be a diversity/inclusion related activity as well and some safety/emergency response training.

- **GRANDVILLE**

The Grandville staff recently completed their Branch In-Service Day and there were a few desired goals. The two main goals were to use the day to get on the same page with some needed training and to have some fun with team building and strengthening relationships among staff. Both of these goals were accomplished and it was a great day!

Having the day off provided time to train staff more fully on some important issues, like how to handle difficult patrons, a deeper dive into the KDL Way, a retraining on tornado and fire drills, as well as updating staff on where Grandville is in the fundraising process and upcoming building project. This was valuable as it is very hard to get everyone together in a room to do all of this type of training normally.

Beyond that, there were a few activities to allow staff to enjoy time with each other. One of these was a tour of The Castle. For the last year staff have been curious about the large castle (a 13-story apartment complex) being erected nearby. Staff were able to learn about it and develop a potential community partner at the same time. Another team building activity was a game called the Marshmallow Challenge, where staff were broken into teams and had 15 or 20 minutes to build the tallest tower they could out of a few pieces of spaghetti, some tape, some string and a marshmallow. Afterwards, staff watched a TED talk that went along with this challenge.

## **FEATURED DEPARTMENT: ADMINISTRATION + FACILITIES**

- From a software standpoint, KDL is undergoing a lot of change, and Administration has been involved in the evaluation, demos, and set-up phases:
  - **LibCal** – KDL's meeting room manager software is no longer supported, so Administration, along with Missy Lancaster and webmaster Vivi Hoang, are exploring other options. Admin is currently working with LibCal to see if some features that would need a work-around to navigate can be tailored to KDL's particular uses. Staff are hoping to find something that will have an intuitive workflow from an internal (both Service Center and branch) and external perspective, as well as finding a system that syncs with Outlook calendars. LibCal has many superior functions, such as a more visual equipment interface, which

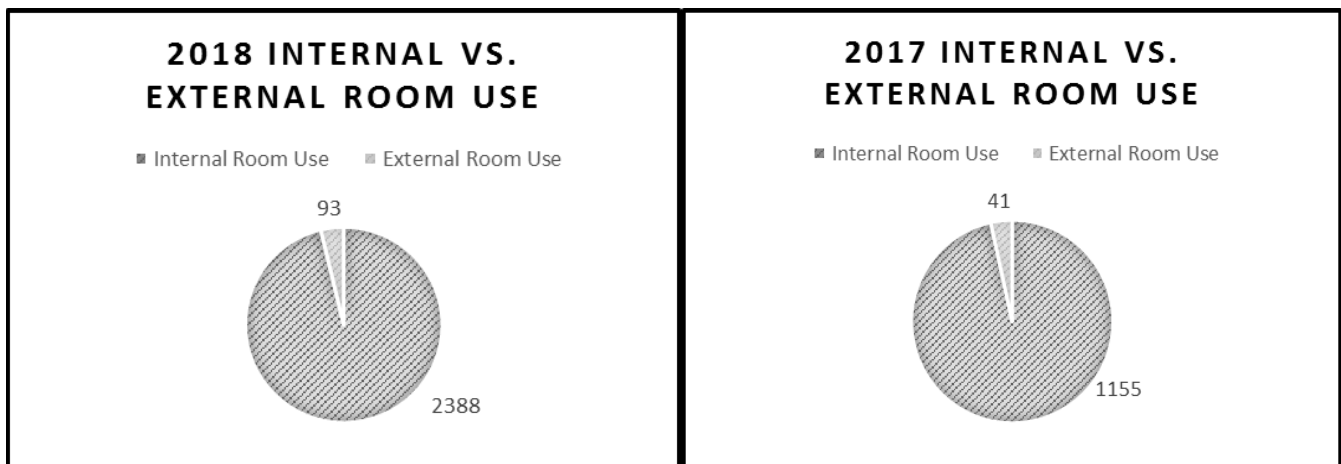


will help streamline equipment check-outs (like laptops, Katie L. costumes, hotspots, button makers, etc.) and make staff more aware of what is available for use.

- **PolicyTech** - KDL purchased Policy Tech in 2018 to manage all of KDL's contracts, policies, and procedures. Once the software is ready, KDL will use this to work on policy changes in a single place rather than emailing different versions back and forth with track changes. From a user standpoint, this should be much easier, as all procedures and policies will be linked directly from PolicyTech so that staff can more easily find them rather than hunting on the Intranet, the KDL website, and the shared drive. One of the software's best features is the ability to have staff sign off on policies once reviewed. With many new policies and procedures, this will help staff stay apprised of all new communications and changes.

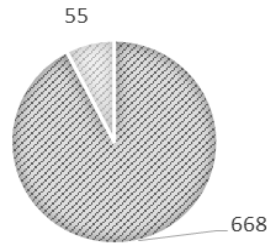
Policy Tech will also house contracts. Right now, Jaci Cooper maintains all hard copies of contracts, and the digital copies are stored on the S: drive in a folder with limited access. PolicyTech has the capability to set reminders when the contracts are soon to expire (and need renewal), and everyone can access them once they are published. Earlier this year, all of the older contracts were purged in accordance with the Michigan Retention Act, and reorganized based on date executed rather than by the person who signed them. This reorganization will make the transition to PolicyTech easier and help KDL start an annual cyclical purge process.

- **SharePoint** – Julia Hawkins has been part of the Sharepoint migration team, offering feedback on the layout and content of the new site to help staff better utilize the new platform.
- Jaci Cooper and Julia Hawkins are working on a new meeting procedure for consistent service and to make sure regular vendors and fellow branch staff members feel welcomed and accommodated each time they visit.
- The Year of Learning is underway, and EDI-focused conversations and activities are a part of Admin's Friday afternoon routine to end the week with thought-provoking discussion to help staff address our own biases and become more mindful and fair.
- Missy Lancaster has been busy training meeting hosts for external room rentals. Below is comparative data from the room rentals:

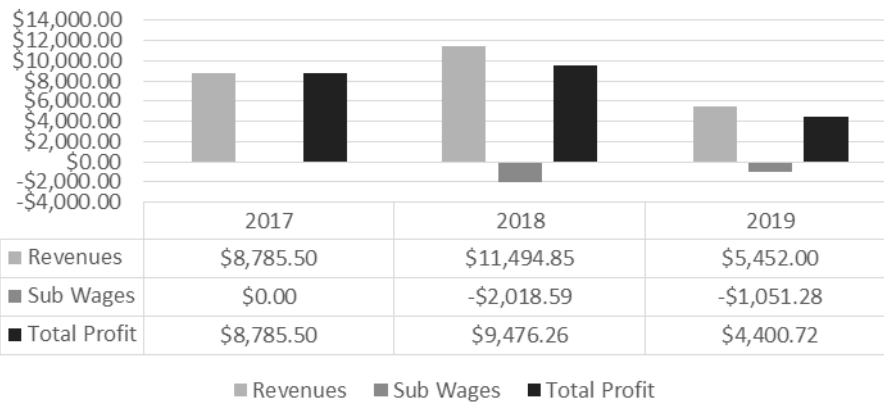


## 2019 (JAN-MAR) INTERNAL VS. EXTERNAL ROOM USE

■ Internal Room Use ■ External Room Use



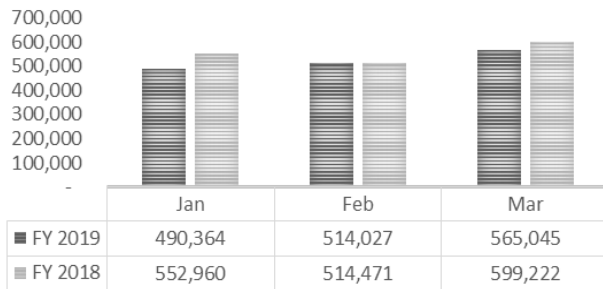
## MEETING CENTER ROOM RENTAL PROFITS 2017 - PRESENT



## QUARTERLY STATS

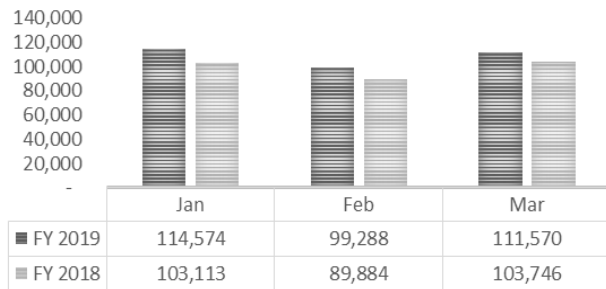
### PHYSICAL CIRCULATION FIRST QUARTER

■ FY 2019 ■ FY 2018

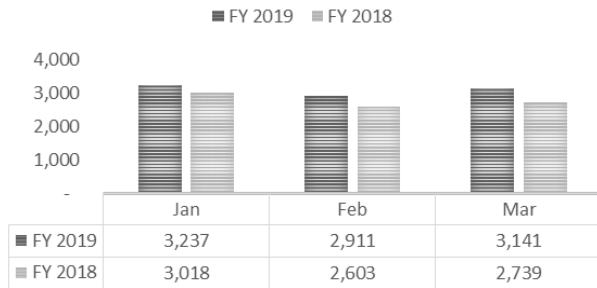


### DIGITAL CIRCULATION FIRST QUARTER

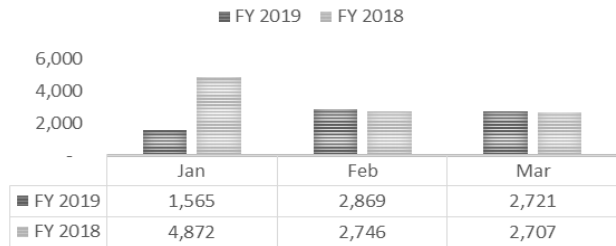
■ FY 2019 ■ FY 2018



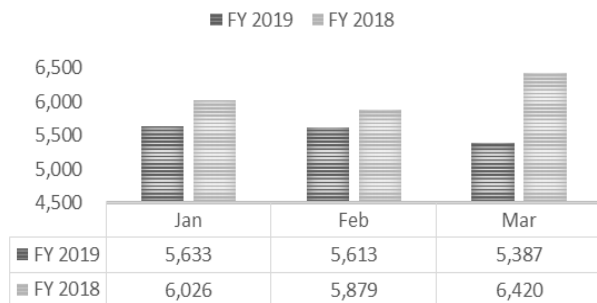
### MEL: BORROWED BY KDL FIRST QUARTER



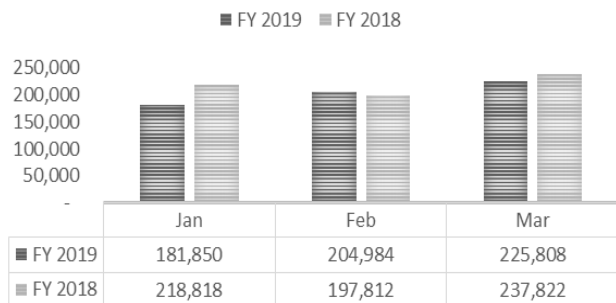
### MEL: ITEMS LOANED BY KDL FIRST QUARTER



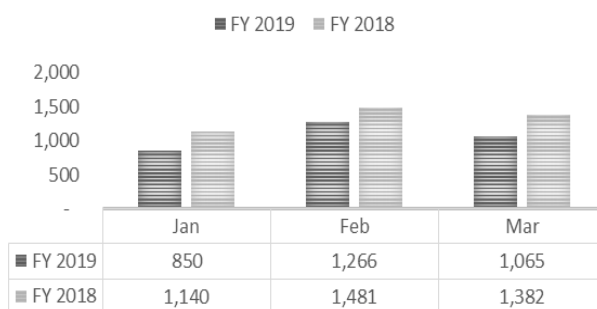
### LBPH CIRCULATION FIRST QUARTER



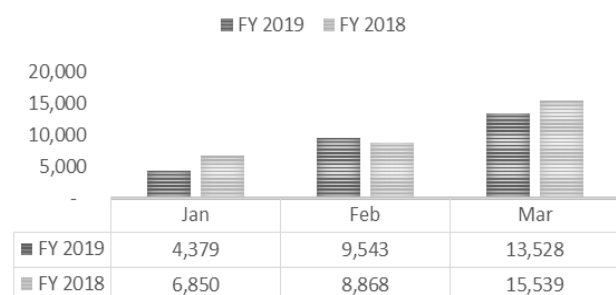
### BRANCH VISITS FIRST QUARTER



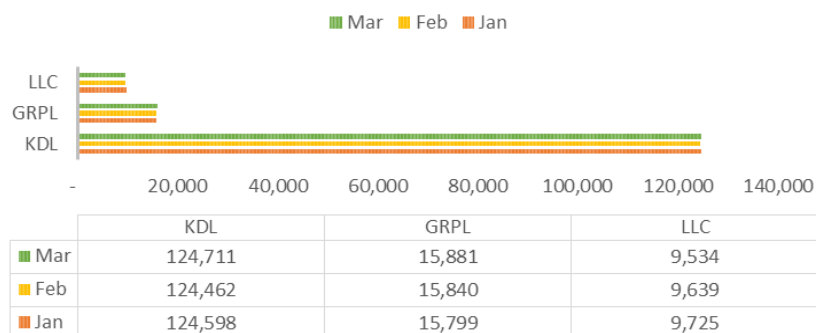
### PROGRAM ATTENDANCE FIRST QUARTER



### OUTREACH ATTENDANCE FIRST QUARTER



### ACTIVE CARDHOLDERS FIRST QUARTER 2019



## BUILDING UPDATES

### • AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER

In March, details of the building for the Library and Community Center were discussed. Key Ada Township members met to discuss exterior building materials, soil borings were made to the new building site, and KDL is reviewing Ada Township's lease term sheet. Erhardt Construction will be updating the schematic design construction estimate. Schematic drawings and floor plans are on display at the KDL Cascade branch and at the Ada Township offices. The plans for the library are eliciting a lot of positive feedback with the library patrons.

### • GRANDVILLE

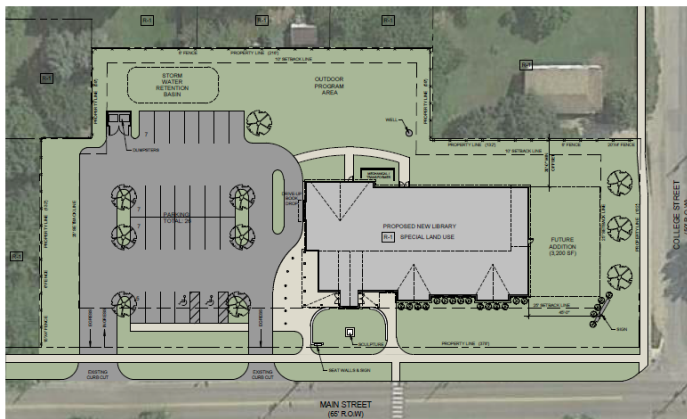
Fundraising for the Grandville branch expansion is continuing. The cabinet is currently reaching out and meeting with potential donors in the community and has raised a little over \$300,000 through gifts and pledges. That work will continue and a date, likely in late spring, will be set to go to the public with the campaign and a kickoff event will be planned.

### • SPENCER

At the March 19 Spencer Township Board Meeting, the Township decided to conduct a community survey which will include specific questions about the library in order to gain more insight and feedback on residents' library usage and goals for the community space. The Township plans to send out the survey to residents via upcoming tax bills. The survey will be available in hardcopy and digital formats. Updates from the Library Board Expansion Committee have been communicated during board comments at the conclusion of the monthly Township Board meetings, and residents requested more formal means of communication be used so the community could have more participation in the conversation. As a result, the library will be working with the Township to find dates and times for public community meetings where residents can voice their opinions and desires for the space. All parties are looking forward to hearing more from the patrons and residents of Spencer Township and the meeting dates and times will be publicized when they are available.

### • TYRONE

On Thursday, March 28, the Tyrone Township Building Committee met to review and approve the final rendering and conceptual design. The committee was pleased with the final results, and excited to embark on the next stage of the project, which is fundraising. The building committee will now be on hiatus while the fundraising committee works to raise funds for the project. Township Supervisor Bob Sarachman and Township officials Dave Ignasiak and Sharon Olson will be meeting in early April to discuss fundraising efforts and to set the next fundraising committee meeting date.



CONCEPTUAL SITE PLAN  
SCALE: 1/32" = 1'-0"



CONCEPTUAL PERSPECTIVE VIEW  
SCALE: NOT TO SCALE



### •WALKER

There is a meeting scheduled for the steering committee on Monday, April 15 to review the space needs assessment and discuss 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 was scheduled. After this, the companies had 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

This month, Bookmobile staff had the opportunity to perform sensory story time for Brookwood Elementary. Joyanne Huston-Swanson created a sensory book activity and Kevin Kammeraad performed the story time. They did 2-3 stories, songs, and sensory bags. It was very successful.

Upon invitation to the Grand Haven Loutit District Library, staff had the chance to visit and showcase the project as they prepare to launch their own Bookmobile. There were good conversations regarding the future of mobile services and outreach efforts.

### • CAREER ONLINE HIGHSCHOOL PROGRAM (COHS)

Ten hours of online training plus homework for the COHS were completed by three KDL staff members: David Specht, Sara Magnuson and Sara Proano. Marketing materials were ordered and a landing page (webpage) was sent to proofread. The portal is almost complete. Staff met with partners KISD, Sparta Public Schools, and Rockford Public Schools to include their information and support their services.

## • IMMIGRANT INITIATIVES

- **BOOKS FOR DISPLACED CHILDREN:** This month Graham Lawcock, from Patron Services, joined the team for a special event. He shared his knowledge regarding how the earth turns, creating the seasons, and did a storytime and helped with Bookmobile check outs for all grades. Alex Leger continues to volunteer with the Bookmobile staff on designated days. Staff have seen an increase in turnover of the kids that are in programs, which created a challenge. The KDL free library is being used more.
- **LANGUAGE ACCESSIBILITY INITIATIVES:** In 2018, four interpretation equipment suitcases were purchased with 25 receptors each. Two of them are digital, and two are radio. This equipment can be used to provide simultaneous interpretation for multilingual communities. In the month of March there was one KDL community meeting where the equipment was used, and two community requests. Staff expect to have this available for community lending/use by April 15th.

## • DIVERSITY AND INCLUSION WORK:

- **THE YEAR OF LEARNING:** Booklets were delivered and will be presented and featured in the upcoming all staff meeting.
- **SEASONAL WORKERS BACKPACKS:** The Sparta Area meeting was postponed this month due to low attendance but staff are still in communication with their leadership and expect to be part of the upcoming planning meeting for the Farmworker appreciation day. There will be KDL representation throughout the growing season as staff prepare to launch the welcome backpacks initiative for 2020.

## • KDALE

This year's edition of KDale wrapped up with the judging of the KDale Homebrew Contest. Several local brewers helped judge the more than 40 entries and KDL librarians helped judge the literary portion of the contest. The winners were *Revolution*, an Imperial Milk Stout inspired by *Karnak Café* by Naguid Mahfouz, *Joad Family Farmhouse IPA* inspired by *The Grapes of Wrath* by John Steinbeck and *Jean Valjean Saison*, based on *Les Misérables* by Victor Hugo. The winners will now be brewing their winning recipes at one of the three KDL brewery partners, Pike 51 Brewing, Railtown Brewing and Gravel Bottom Craft Brewery. Patrons can also continue connecting with the library and local breweries by tasting the winning entries at Super Party Wonder Day on August 11 and by completing the KDale Quest, which runs through the end of 2019.

## • LET IT SNOW

Let It Snow was extremely popular this year as 2,236 patrons completed the program by reading at least six books from January to March. This is a 58% increase in completers over 2018. The return of ceramic mugs for the prize was a big hit and helped drive more participation in the program.

## • TEEN POETRY CONTEST

The Write Michigan Teen Poetry Conference was held at the Kentwood branch on March 2. This program was created to give teen poets a day of sharing, instruction and writing practice with local poets. 13 teens and professional poets attended, and found the conference to be extremely edifying.

## • WRITE MICHIGAN AWARDS CEREMONY

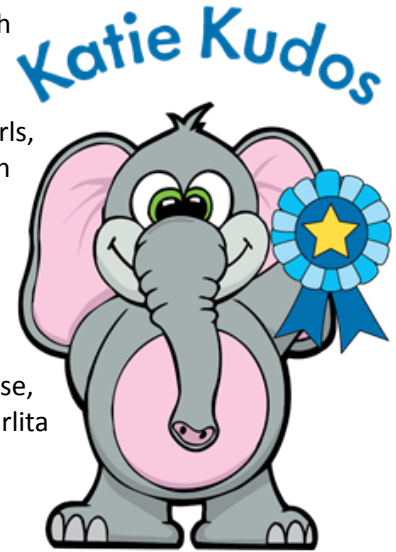
85 patrons attended the Write Michigan Awards Ceremony at the KDL Service and Meeting Center to celebrate their award winning short stories. Most of the winners of this year's contest from around the state attended. The winners and their families enjoyed a luncheon, awards ceremony, cake and a keynote address from local author Lorilee Craker.

## KATIE KUDOS

- **HEIDI FIFIELD (Spencer Township)** – Nominated by Clyde Waltenbaugh because, “Recently we had a family that is new to the area come inside the library and were excited to check things out when the mother needed to quickly go out to her vehicle. Heidi then worked her magic with the little girls, whom she asked to hold her friends, which were “bumblebees”. The girls then stayed right next to Heidi until mom returned. The excitement and imagination she always shows with kids is amazing and wondrous and I just had to stop and watch and smile. It just reaffirms what many of us at KDL already know... Heidi rocks!”

- **CARLITA GONZALEZ (Programming)** – Nominated by Kip Odell because, “Hundreds of Summer Reading prize books came in waaaay early and Carlita volunteered to count and process all of them at the drop of a hat!”

- **JARED OLSON (IT)** - nominated by Kaitlin Tang because, “Jared came to Spencer’s branch in-service training and was so incredibly helpful and informative. He jumped right in during our Patron Complaint Response training and was a welcome addition to our normally small SPE family. Jared was patient, super positive, and thorough during his IT Basics Training. Thank you so much for going over our questions and being a great bridge between the IT Dept. and branch staff. We are so appreciative that you took time to join us, share information, and help us gain a little more insight into the IT side of things!”



## STAFF + PATRON RESPONSE STORIES

- **ALPINE** – “We had a local author come in because he had seen that we had a copy of his book in the catalog. He wanted to see it on the shelf in the library. I looked the book up for him to see where it was shelved and told him that I wasn’t able to show him his book on the shelf because someone had checked it out! He was over the moon excited that someone had checked out his book.”

- **BYRON CENTER** “A patron came in the other day to return some overdue movies. She was having a hard day and had just found the DVDs in her bag that she brings to their chemo appointments. Between the auto-renewal and the grace periods, there were no fines on her card. She was thrilled and said that that was the only good thing that had happened that day. She felt that KDL showed her a real kindness in what was a difficult time for her family both emotionally and financially.”

“I just wanted to pass along a “thank you” from some grandparents who came to the Hello Spring! Program on Saturday. Their son is a frequent visitor at our library, and he has a young daughter that they try to visit as much as they can. They are from the East side. As I was talking to them, they remarked how very welcome they feel when they come to our library. They have a well-funded library where they are from, but it sounded like they don’t do the programs as much for the kids or have the activities or space we have that encourages lingering. The grandfather remarked that he and his granddaughter stayed for well over an hour one day and “that was not a problem. They seemed genuinely appreciative of the fact that we have a cozy place and a welcoming staff.”



• **EAST GRAND RAPIDS** – “A Grandma filmed Ms. Holly during Toddlertime. She said this way, if they are unable to come to the library on Wednesday morning, they could still have Toddlertime with Ms. Holly.”

• **SPENCER** – “The Spencer branch has wonderful patrons we are grateful to call our friends. This past month, one of our regulars, Ed Draper, helped us out with some customer service research. Ed bravely took our branch’s GoPro Camera and toured the branch, highlighting some of his favorite parts of the library like our coffee station and main service point. Ed welcomes other patrons to the library, promotes and advocates for the library in the community, and always brings a smile and positive attitude with him to the branch. As a big thank you to Ed not only for being an amazing addition to the branch but also for his courageous military service, the Spencer branch gifted our friend with a new baseball cap. Thank you Ed for being our sunshine during the winter!”



SPE Veterans Ed Draper and Clyde Waltenbaugh Jr. Thank you!

• **WYOMING** – From an LBPH patron: “Dear Ms. Roossien, First of all, I would like to thank you so very much for updating the book topics. Mother has enjoyed getting the books more to her liking. I would also like to thank you for the 6 years or so of providing my Mother with entertainment. Her days would have been very bleak without this program. This program has brought her great joy. It is with great sadness that we will need to terminate the Talking Book Topics program. Mother is in the process of passing away and I would like to make sure to return the player and all the outstanding books so that another individual may enjoy this program. We have mailed all of the books back - barring any that might still be in the mail. I believe we got the player from the activities director - but that position has rotated through many individuals so I would need to know what we must do. Words cannot express how thankful I am that this program exists and people like my Mother - once an avid reader - can continue to 'read' even after they lose their vision. Thank you for absolutely everything!”

## UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., May 16, 2019	4:30 PM	KDL Kentwood Branch
KDL Regular Board Meeting	Thurs., June 13, 2019	4:30 PM	KDL Service Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Wed., May 15, 2019	1:00 PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
Next Nexus: stateside EDI Summit	May 2, 2019	9:00-4:00	KDL Service Center
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
Ben Brugger	Substitute Circulation Assistant	April 4
Molly Marshall	Substitute Circulation Assistant	April 4
Tabitha Schaub	Substitute Circulation Assistant	April 4
Erin Supri	Substitute Circulation Assistant	April 9
Alyssa Coe	Substitute Circulation Assistant	April 9

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Barb Williams	Adult Paraprofessional – Kentwood	Adult Librarian – Kentwood	March 18
Grahm Lawcock	Patron Services Assoc. - Service Center	IT Support Specialist/Patron Services Assoc.-Service Center	April 1
Kaleigh Ritchie	Substitute Circulation Assistant	Circulation Assistant – Byron Township	April 1
Keeva Filipek	Substitute Circulation Assistant	Circulation Assistant – East Grand Rapids	April 15

DEPARTURES	POSITION	EFFECTIVE
Maureen Baker	Circulation Assistant – Walker	April 4
Terri Fifield	Substitute Circulation Assistant	April 4
Autumn Iver	Circulation Assistant – Plainfield	April 22

OPEN POSITIONS	TYPE
Adult Librarian – Kentwood	Full-time
Circulation Assistant – Walker	Part-time
Circulation Assistant – Cascade	Part-time
Outreach Specialist – Service Center	Part-time
Shelver – Plainfield	Part-time
Youth Librarian – East Grand Rapids	Part-time
Seasonal Library Interns (20 positions)	Temporary
Circulation Assistant – Plainfield	Part-time

EMPLOYEE ANNIVERSARIES (MAY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Chris Lohman	Gaines Township	19 years
Marisa Demoor	Kentwood	18 years
Toby Schuler	East Grand Rapids	13 years
Lynn Goldberg	Plainfield	13 years
Laurie Winkler	Collection Services	13 years
Sara Magnuson	Nelson Twp. / Community Outreach	12 years
Denise Wohlferd	Krause Memorial	12 years
Elizabeth Wierenga	Plainfield	10 years
Lori Gerard	Englehardt	9 years
Pete Lewandoski	Kentwood	9 years
Lance Werner	Administration	8 years
Eric Schweibert	Comstock Park / Alpine	7 years
Maria Page	Grandville	6 years
Angela Culp	Kentwood	5 years
Vivi Hoang	Communications	4 years
Trina Den Braber	Krause Memorial	3 years
Trish Reid	East Grand Rapids	3 years
Terri Fifield	Sub CA Pool	3 years
Bethany Metivier	Nelson Township/Sand Lake	3 years
Jill Essenburg	Collection Services	3 years
Lindsey Dorfman	Administration	3 years
Curt Kieliszewski	Information Technology	2 years
Alantha Owen	Englehardt	2 years
Barb DeYoung	Sub Info Pool	1 year
Randy Burson II	Finance	1 year
Angie Royce	Englehardt	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 3: Operations and Facilities

- 3.1 [Exhibits](#)
- 3.2 [Literature Display and Distribution](#)
- 3.3 [Public Relations](#) **CHANGE**
- 3.4 [Library Programs](#) **CHANGE**
- 3.5 [Lost & Found](#) **CHANGE**
- 3.6 [Branch Library Locations](#)
  - 3.6.1 [Building, Enlarging, or Renovating Library Buildings](#)
  - 3.6.2 [Support for Building Projects](#) **CHANGE**
  - 3.6.3 [Acceptance of Non-KDL Purchased Technology](#) **CHANGE**
- 3.7 [Meeting Room Use](#) **CHANGE**
- 3.8 [Planned Closings](#)
  - 3.8.1 [Emergency Closings](#) **CHANGE**
  - 3.8.2 [Bereavement or Funeral Closings](#) **CHANGE**
- 3.9 [Library Vehicles](#) **CHANGE**
- 3.10 [Building Safety](#)
  - 3.10.1 [Keys to Buildings](#)
  - 3.10.2 [Library Access When Closed](#) **CHANGE**

## **KDL Policy 3.1**

### **EXHIBITS**

***Last Revised 11-21-13***

Kent District Library provides a venue for local artists/exhibitors to display visual art and artifacts to increase awareness and appreciation of history and the arts.

Suitable space for exhibits is not available at all branches. Some local governmental units may have guidelines on how and where materials are displayed in the facility and Kent District Library will honor those guidelines.

The branch manager will work with staff (or a local community committee) to make decisions regarding the selection of materials to be displayed. In making decisions regarding the suitability of the work to be exhibited, the branch manager or his/her designee will take into consideration the use of the library by all segments of the community and all age groups. Selection priority may be given to local artists/exhibitors and those who have not previously exhibited in the library.

The exhibit space shall not be used for advertising or political purposes. The artist/exhibitor assumes all liability for the loss of, or damage to, materials on display. The library reserves the right to cancel the exhibition for any reason.

## **KDL Policy 3.2**

### **LITERATURE DISPLAY AND DISTRIBUTION**

***Last Revised 11-20-14***

Kent District Library adheres to the principle that the Library is the institution in our society which provides materials representing all points of view in all fields including political, social, and religious, no matter how controversial or objectionable these views may be to some people.

To support this basic principle, and to foster positive relationships within the community, the following policy has been established:

1. Informational material of public interest from nonprofit organizations, educational institutions, and governmental agencies may be displayed or distributed in branches where space is available. Material for display or distribution will be permitted at the discretion of the branch manager. The primary purpose of such material must be to inform the public of the organization's programs, services and events. Examples include:
  - KDL fundraising materials;
  - Friends of the Library materials;
  - promotional materials for cultural organizations such as the ballet, orchestra, museums and theater groups;
  - special event fliers for nonprofit organizations from Kent County and neighboring communities; and
  - local magazines and newspapers that are distributed free of charge and have received prior approval from Kent District Library.
2. Prior to an election, branches may have available, on an equal basis, voter information and campaign literature about political candidates appearing on local ballots. Any materials that directly or indirectly make reference to an election or a candidate must be removed prior to Election Day if within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
3. Prior to an election, campaign material relating to ballot issues may be placed in library branches for display and/or distribution to the public. If there is formal opposition to a ballot issue, equal consideration shall be given. Campaign materials that directly or indirectly make reference to a ballot issue must be removed prior to Election Day if located within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
4. Petitions may not be displayed or circulated in library buildings except as permitted by local municipal ordinance.

## KDL Policy 3.3

### PUBLIC RELATIONS

*Last Revised 4-20-18*

The Chairperson of the Library Board of Trustees is the official spokesperson for the Board. The **Executive**<sup>1</sup> Director is the official spokesperson for the Library.

The Director of Marketing and Communications serves as media liaison for the Board and the Library Administration. Whenever official media statements are required pertaining to **library emergencies at any KDL location; or**<sup>2</sup> policies, procedures, programs, services, or positions on district-wide issues, the **Marketing and**<sup>3</sup> Communications Department is responsible for all contacts with local newspapers, magazines, professional journals, radio and television stations. **Staff are not to provide “off the record” comments to the media.**<sup>4</sup>

1. Policy refers to the Director, Library Director and Executive Director. All were changed to Executive Director for consistency and clarity (KDL as many director level positions).
2. Added emergencies to reflect current practice.
3. Updated the Communications Director title to its full and current title
4. For staff's own protection and for the organization's best interests, this line was added to the policy to prevent any off the record comments when possible.

## KDL Policy 3.4

### LIBRARY PROGRAMS

*Last Revised 4-20-18*

Responsibility for library program development is vested in the ~~Executive Library~~<sup>5</sup> Director, and such members of the staff whose job descriptions include program responsibilities. Library programs may utilize volunteers and may be developed cooperatively with Friends groups, governmental units, community organizations, and individuals. A program is any presentation given in or out of the Library (in person or by technological means) by a Library staff member or other presenter and sponsored by the Library, the Friends, or a partnership including the Library.

Library programs support the KDL mission and strategic plan. They are planned in advance to meet media and publicity deadlines. Library programs may require registration. Limits on the number of people able to attend may be necessary due to facility, program, or performer limitations.

Library programs are funded in part by the operating budget with additional support from KDL fundraising activities, grants, contributions from the Friends, gifts, endowments and partnerships.

No individual or organization who presents a program at the library will be permitted to sell their product or services during their presentation or during their time at the library (with the exception of authors who come to speak about their books or performers who have recordings of their music). Kent District Library requires a contract to be executed by program presenters.\*

Organizations or business affiliation of presenters or co-sponsoring agencies will be used by the Library in promoting programs. This does not constitute endorsement.

\*Contract may include a background check.

5. Policy refers to the Director, Library Director and Executive Director. All were changed to Executive Director for consistency and clarity (KDL as a few director-level positions).



## KDL Policy 3.5

### LOST AND FOUND POLICY

*Last Revised 1-16-14*

Kent District Library will retain valuable lost and found items at the branch location where the items are found. When possible, staff will contact the owner to inform him/her that a lost item has been found and note how long the library will hold the item.

Debit cards, credit cards, purses, identification, and wallets that are found at KDL locations will be held until the close of business on the following day. Unclaimed debit and credit cards will be reported lost and then destroyed. Unclaimed purses and wallets will be turned over to local police. KDL locations that do not have local police within 10 miles will turn over purses and wallets to the Kent County Sheriff's Department within 5 days.

Other valuable items, such as electronics and jewelry will be held for three months. After three months, all unclaimed items will be turned over to the Kent County Sherriff's Department.<sup>6</sup>

~~Valuable items may include electronic equipment, jewelry, wallets, purses and personal identification such as passports and state IDs. KDL will hold these items for a period of three months. When possible, staff will contact the owner to inform him/her that a lost item has been found and note how long the library will hold the item. If not claimed within three months, items with personal information will be sent to the owner via registered mail. After three months, all unclaimed electronic equipment will be turned over to local police while all other items lacking personal information will be donated to a local charity.~~

Loose money found at the library will be held until the close of business each day if the amount is less than \$20.00. If unclaimed, it will be donated to the branch's Friends group (or to KDL in the absence of such a group). Loose money in an amount of \$20.00 or more will be retained for a period of three months and then donated to the branch's Friends group (or to KDL in the absence of such a group), if unclaimed.

Non-valuable items (such as clothing) found at Kent District Library locations will be placed in the lost and found bin at the branch where the items are found. As needed, contents of these bins will be donated to a local charity.

6. New language was added to clarify that KDL is not responsible for maintaining lost credit and debit cards and language regarding valuable items was simplified and updated to reflect desired protocol.

## **KDL Policy 3.6**

### **BRANCH LIBRARY LOCATIONS**

*Last Revised 9-15-11*

The Kent District Library strives to make efficient and effective use of its resources. Therefore, it is the policy of the Kent District Library to work with local communities in locating new branch sites a minimum of five miles apart, unless justified by demographics.

## **KDL Policy 3.6.1**

### **BUILDING, ENLARGING, OR RENOVATING LIBRARY BUILDINGS**

*Last Revised 9-15-11*

Kent District Library cooperates with all governmental units in making library materials and services available to the public in the buildings owned by the governmental units.

When library buildings are being built, expanded, or renovated, KDL will provide the same services that were provided prior to the building changes. In addition, KDL staff will work with the governmental units to provide desired changes within both KDL budget constraints and Strategic Plan goals. KDL must balance the needs of the whole system while considering the desires of individual branches. Changes may include additional open hours, personnel, computers, equipment, and moving expenses for KDL-owned computers, equipment, and materials. If library buildings are downsized, library services will be re-evaluated in conjunction with the governmental units affected.

When changes are being considered by the Kent District Library staff or the governmental unit, KDL staff must be involved with personnel from the governmental unit in order to achieve the best possible results for all. When evaluating library facility needs, KDL staff will apply recognized state and national guidelines and standards.

Those municipalities that currently do not have a library facility in their community, but are considering building one, are encouraged to consider partnering with other communities.

## **KDL Policy 3.6.2**

### **SUPPORT FOR BUILDING PROJECTS**

*Last Revised 9-15-11*

Kent District Library staff will work with local governmental units to plan new buildings or expansions of existing buildings. Staff will advise planners, architects, and elected officials of Library needs and building requirements. In support of the expansion or building improvement efforts of local governmental units, staff will provide factual printed and graphic design work for posters and other print material. The Communications Department will coordinate these support efforts. Kent District Library may also provide factual informational mailings to library patrons consistent with campaign and privacy act laws. Informational mailings as well as printing and design support work will be

provided as approved by the **Executive**<sup>7</sup> Director and within budget limitations.

Michigan law forbids the expenditure of public funds to advocate a vote in favor of a millage or bond issue election. Therefore, Kent District Library staff may not, on paid library time, work on political activities to promote millage or bond issue elections, or disseminate materials which advocate a favorable vote on a millage or bond issue election. Nothing in this policy prevents staff members, on their personal time, from expressing their own personal views, expending their own personal funds, or providing their own personal volunteer services consistent with campaign laws.

7. Policy refers to the Director, Library Director and Executive Director. All were changed to Executive Director for consistency and clarity (KDL as a few director-level positions).

### **KDL Policy 3.6.3**

#### **ACCEPTANCE OF NON-KDL PURCHASED TECHNOLOGY**

***Last Revised 9-15-11***

The planning and funding for future technology is the responsibility of the Kent District Library. However, KDL constituent communities, if they so desire, may ~~devote~~ **donate monetary** funds locally to enhance **technology** service to their community. **These monetary funds will be used to purchase specific technologies that are either new and emerging in nature or consistent with current year's KDL purchases for other branches.**

**Proposed Specific technology gifts may also be occasionally accepted if they are consistent with the current year's KDL purchases for other branches, and/or approved by the KDL Information Technology Director to ensure the devices can be effectively ~~must meet the requirements of the Kent District Library Technology Plan and also be able to be~~ supported and maintained by KDL staff. Any potential technology donation must be coordinated in advance of donation (and, if necessary, actual purchase) with the Kent District Library Information Technology Director. The equipment purchased by or with the approval of the Kent District Library becomes the property of the Kent District Library and its future use and ultimate disposable will be at the sole discretion of KDL.**<sup>8</sup>

8. Clearer language added to ensure KDL does not accept technology-related donations that it cannot use. In updating this policy, KDL recognizes that technology continues to change quickly and staff rely on it more and more. This reliance on current and emerging technology solutions can at times conflict with the good /well-meaning intentions of our Patrons or Friends Groups as it relates to technology donations.

## **KDL Policy 3.7**

### **MEETING ROOM USE**

***Last Revised 9-20-18***

**1. Meetings**

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

**2. No Advertising of KDL Sponsorship**

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

**3. Admission Charges by Users**

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

**4. No Discrimination**

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

**5. Adult Supervision**

Users of the Rooms must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. The listed adult must be on site during the reserved meeting time.

**A. MAKING A RESERVATION**

**1. Meeting Request Form**

Room reservations are made online at [www.KDL.org](http://www.KDL.org) under the location tab by clicking on the Service and Meeting Center tab for the form. Organizations, businesses, and/or private individuals will need to complete the Meeting Request

Form and submit it. When KDL receives the completed Meeting Request Form, the organization or business may be contacted to confirm, answer questions, or get more details.

**2. Signed Agreement**

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

**3. Eligible Organizations**

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

**4. Cancellations/No Show**

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

**5. Frequency**

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

**6. Availability**

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

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

**7. Right to Cancel**

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

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

**8. Fee**

The fee for the Rooms is due according to the due date on the individual invoice.

KDL may change the fees at any time without notice.

**B. YOUR MEETING**

**1. Catering**

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

**2. Audiovisual Equipment**

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

**3. Damages and Liability**

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

Any person, group, or organization holding meetings at the Service Center or Meeting Center fully releases and discharges KDL, its Board, officers and employees from any and all claims from property damage and injuries, including death, damages or loss, which may be alleged to have arisen out of, or in connection with, the meeting, the use of Rooms or the use of the facility.

**4. Security**

The Library may deem that a meeting or event requires security. It is the responsibility of the private individual, business, or organization renting the space to provide it.

**5. Additional Rules and Regulations**

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

## **6. Clean Up**

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

## **KDL Policy 3.8**

### **PLANNED CLOSINGS**

*New 9-5-11*

Every effort will be made to keep Kent District Library facilities open to serve the public as scheduled. In some instances, however, building closures may be required for the maintenance and upkeep of facilities. Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of Kent District Library. All planned closings are approved by the Library Board and announced to the public with as much forewarning as possible.

## **KDL Policy 3.8.1**

### **EMERGENCY CLOSINGS**

*Last Revised 12-20-12*

Every effort will be made to keep Kent District Library facilities open to serve the public as scheduled. Whenever a situation arises that, in the judgment of the branch manager or his/her designee, jeopardizes anyone's personal safety or well-being, the building may be closed. Such situations could include, but are not limited to: power failure, flooding, fire, vandalism, or extreme weather. In certain instances, the Kent District **Executive Library** Director may close the entire system.

## **KDL Policy 3.8.2**

### **BEREAVEMENT OR FUNERAL CLOSINGS**

*Last Revised 12-20-12*

In the event of an employee's death, arrangements may be made for staff to attend the memorial service/funeral. These arrangements may include, at the discretion of the **Executive Library** Director, closing the library branch(es) for a period of time.



## KDL Policy 3.9

### LIBRARY VEHICLES

*Last Revised 8-15-02*

Library vehicles are to be used by authorized Library staff or approved designee for Library business only. Drivers must have a valid Michigan driver's license and obey state laws while using Library vehicles. **Drivers must sign waiver and provide KDL with a copy of their valid driver's license for KDL to keep on file.**<sup>9</sup> Vehicles are non-smoking areas. Use of cell phones, taking calls, making calls or texting, is prohibited while the vehicle is in use.

9. Language added to reflect current practice so that if needed, driver's licenses and agreements can be verified.

## **KDL Policy 3.10**

### **BUILDING SAFETY**

***Last Revised 8-21-03***

The Kent District Library is concerned about the health and welfare of all employees. Therefore, it is the policy of the Kent District Library that no employees work alone at any Kent District Library facility. Staff scheduling must be arranged in such a way to ensure that there is always a minimum of two Library employees in the building during all open hours.

## **KDL Policy 3.10.1**

### **KEYS TO BUILDINGS**

***Last Revised 8-12-95***

In the interests of safety and security, only authorized individuals will be given keys to Kent District Library facilities.

## **KDL Policy 3.10.2**

### **LIBRARY ACCESS WHEN CLOSED**

***New 11-19-15***

In the interests of safety and Library liability, only authorized individuals or other individuals approved in writing by the Kent District Library Board or the **Executive Library** Director may have access to the physical spaces occupied by the Kent District Library when they are closed.

## INTRO

**Agenda Item for Consideration:** RFP for KDL Service Center Bookmobile Addition

**Board Meeting Dates:** April 18, 2019 (*first reading*) May 16, 2019 (*second reading*)

**Timeline:** Immediately

**Budget Line Item(s):** Capital Outlay

**Total Estimated Cost:** \$786,000 excluding interior design and furniture

## PURPOSE

The purpose of the KDL Service Center Bookmobile addition is to construct a new 90x70 building to house the Bookmobile and vans, and provide more storage and office space for the Outreach Department.

## NEED & BENEFITS

- **Bookmobile**
  - To properly protect KDL's asset from extreme Michigan weather, the Bookmobile should be stored in a temperature controlled building.
    - During the extreme cold technology on the Bookmobile started to malfunction.
    - The motor to the step stopped working and was stuck in an out position. This was caused by being out in the elements.
    - The Bookmobile, when parked in the lot, is an obstacle for snowplow drivers when plowing.
  - To protect staff and materials the Bookmobile should be stored indoors.
    - Currently the Community Engagement team hauls materials through the elements to replenish the inventory on the bookmobile.
    - Due to the elements carts of materials have been tipped over, materials have fallen into the snow and have gotten wet in the rain.
- **KDL Vans**
  - To properly protect KDL's asset, the vans should be stored in a structure.
    - Vans have incurred damage from large icicles dropping off the building (In 2018 the windshield and parts underneath the hood needed to be fully replaced).
    - Vans are in the way when snowplowing occurs.
    - The vehicles will last longer if they are out of the elements.
  - To protect staff and materials the KDL vans should be stored indoors.
    - If there is big snowfall, employees are subject to digging out the vans after snow plowing.
    - Due to the elements it makes loading and unloading equipment difficult and accessible to damage.
- **Storage**
  - The Bookmobile addition will allow for extra storage space for the Community Engagement team and other departments.
- **Offices**
  - The Community Engagement team requested workspaces to be incorporated into the new building creating a more efficient workflow.

## COST

Company	Construction Costs	Electrical	Plumbing	Permits & Drawings	Other Costs	Other Explanation	Total
McGraw Construction	\$429,465	\$33,600	\$13,075	\$14,160	\$30,000	Soil remedies allowance	\$520,300
TerHorst & Rinzema	\$302,750	\$22,850	\$31,800	\$37,000	\$10,000 \$124,000 \$136,000	Fire Protection Furter Engineering Items Special Aggregate Foundation Options	\$664,400
Pel Construction	\$934,290	\$84,400	\$13,075	\$23,560	\$267,000 \$15,000	Poor Soil Contingency Furniture Allowance	\$1,337,325

## OTHER COSTS

The following costs were not included in the contractors bid but will also have to be budgeted for.

Services	Estimated Costs	Explanation
HVAC	\$30,000 - \$49,999	Three bids will need to be obtained and Board approval needed.
Contingency	10%	Contingency for construction work ranges from 10% to 15% of the total estimated costs.

## BID COMPARISONS

Missy Lancaster and Melissa Snyder reviewed the proposals and the following provides specifics on why TerHorst & Rinzema was chosen and what the other bids lacked.

- **TerHorst & Rinzema**
  - Have background knowledge of the Service Center building and soil.
  - Plan to design the building with KDL, HVAC and interior designers.
  - Allowance for soil remedies was more reasonable compared to other bids.
  - Specifically stated that they provided allowances in the bid that would adequately cover the cost of each line item.
  - Provided warranty for one year on any workmanship problems and the typical product warranties.
- **McGraw Construction**
  - Many cost exclusions, such as: fire suppression, excavation, unsuitable soil.
  - Low allowance for soil remedies (compared to other bids)

- No mention of auger pilings which were recommended in the geo report given.
  - Building was placed in the back of the parking lot, despite KDL clearly specifying the building needed to be conjoined or as close to the current building as possible.
  - No mention of warranties.
- **Pel Construction**
    - Bid was \$672,925 higher than the recommended bid.
    - Building was fully designed even though the scope said that there should be collaboration between KDL, contractor, HVAC Company, and the interior designer.
    - Provided warranty on products used during construction and did not mention a warranty on workmanship.

## **RECOMMENDATION**

Based on the provided information, KDL recommends Terhorst & Rinzema to complete the construction of the new building. Missy Lancaster and Melissa Snyder reviewed the proposals and eliminated McGraw Construction due to excluded costs, TerHorst & Rinzema and Pel Construction costs and scope of the project were reviewed. Though Pel Construction had a complete bid and great references, the group felt that the cost of the bid was high. KDL strongly recommends TerHorst & Rinzema because their bid was significantly lower than Pel Construction and included all of the necessary expenses, they plan to work with KDL, the HVAC Company and the Interior Designers when designing the building, they gave a reasonable allowance for soil remedies and engineering, and their bid stated that those costs would adequately cover the cost of each line item. TerHorst & Rinzema has worked with KDL and provided excellent service in the past and KDL is confident in recommending them for the construction of the Bookmobile addition.

KDL recommends this project to be funded by approving up to \$786,000 from the Committed Capital Projects fund balance. As of the most recent audited financials (12/31/17), the Committed Capital Projects fund balance was \$4,165,300. We also recommend that TerHorst & Rinzema as the building contractor for the new building.

## **IMPLEMENTATION**

The expected completion date is set for December 2019 if the drawings and engineering is started immediately. The goal is to break ground in June 2019 but this will be delayed if the Issue Analysis goes into a second reading.

### ***Document History:***

1. First Draft – Missy Lancaster
2. Revision – Laura Powers, Lindsey Dorfman, Jaci Cooper
3. Final Draft – Lance Werner and Jaci Cooper



## **RESOLUTION 201902**

### **1<sup>st</sup> BUDGET AMENDMENT – EXPLANATION OF REQUESTED AMENDMENT**

The following suggested amendment to the General Fund budget is designed to increase 2019 budgeted expenditures to allow for the construction of the Bookmobile Addition as proposed in the Issue Analysis:

#### **1. \$786,000 Increase to Capital Outlay**

This increase is to cover the estimated costs for construction of the Bookmobile Addition as discussed in the Issue Analysis.

**RESOLUTION 201902**

**FIRST BUDGET AMENDMENT**

**MEETING INFORMATION**

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held at the Kent District Library Service & Meeting Center, on April 18, 2019 at 4:30 p.m.

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

**PRESENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**RESOLUTION**

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

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

The Board hereby approves and adopts the General Fund Budget Amendment for 2019 attached hereto and made a part hereof.

THE FOREGOING RESOLUTION was adopted at a regular meeting of the Kent District Library Board of Trustees held on April 18, 2019 on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**AYES:** \_\_\_\_\_

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

## **CERTIFICATION**

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on April 18, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: April 18, 2019

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Penny Weller, KDL Board Chair

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Allie Idema, KDL Board Secretary



# KENT DISTRICT LIBRARY GENERAL FUND OPERATING 2019 BUDGET - 1ST AMENDMENT

<b>REVENUES:</b>	<b>ORIGINAL</b>	<b>PROPOSED AMENDMENTS</b>	<b>PROPOSED REVISED</b>
Property Taxes	22,093,560		22,093,560
Penal Fines	797,644		797,644
Charges for services	100,000		100,000
Interest Income	76,000		76,000
Public Donations	442,000		442,000
Other revenue	663,210		663,210
State Sources	634,067		634,067
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>24,806,481</b>	<b>-</b>	<b>24,806,481</b>

<b>EXPENDITURES:</b>			
Salaries and Wages	11,753,570		11,753,570
Employee Benefits	3,732,138		3,732,138
Collections - Digital	1,539,498		1,539,498
Collections - Physical	2,121,387		2,121,387
Supplies	779,255		779,255
Contractual and Professional Services	1,776,121		1,776,121
Programming and Outreach	333,277		333,277
Maintenance and Utilities	1,999,046		1,999,046
Staff Development	257,883		257,883
Board Development	14,833		14,833
Other Expenditures	781,730		781,730
Capital Outlay	601,224	786,000	1,387,224
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>25,689,962</b>	<b>786,000</b>	<b>26,475,962</b>
<b>EXCESS OVER / UNDER</b>	<b>(883,481)</b>	<b>(786,000)</b>	<b>(1,669,481)</b>

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

**RESOLUTION 201903**

**SCHOOLS & LIBRARIES UNIVERSAL SERVICES (E-RATE) FOR 2019-20**

**• EXPLANATION & BACKGROUND OF RESOLUTION**

Each of the previous five or six years, KDL has qualified for E-Rate. E-Rate is a government subsidized funding source provided by the Schools and Libraries Program of the Universal Service Fund (USF), which is administered by the Universal Service Administration Company (USAC) under direction of the Federal Communications Commission (FCC). The program was established to help subsidize “qualified technology” purchases for Schools and Libraries.

E-Rate distinguishes various eligible items as either Category 1 or Category 2. Category 1 covers costs related to Internet Access and Wide Area Networking from qualified ISP's. Category 2 covers costs related to various network equipment that supports and secures Category 1 functions.

Each year, the process requires a formal RFP bid to be submitted to KDL and then we submit the winning bid to USAC who scrutinizes it to ensure it meets the qualifications and compliance standards. If it passes, then USAC will cover a predetermined % of the overall costs based on a number of factors including the % of school lunches subsidies offered in our community. Currently KDL qualifies for an 80% reimbursement rate. (So for a \$100,000 IT purchase, KDL only needs to spend \$20,000. E-Rate will send us \$80,000 in reimbursement funds. Some exceptions do exist that we are managing closely).

It is important to understand that the E-Rate fiscal year (July 1 – June 30) spans two KDL budget years (this one from July 1 – December 31 and the next year January 1 – June 30). Consequently, we have examined the timing of these E-Rate eligible projects and properly classified them in the appropriate KDL fiscal year.

**THIS YEAR'S E-RATE PURCHASES**

KDL's biggest need for Category 1 services this E-Rate year is our Amy Van Andel Library and Community Center. We are pleased to award this business to Everstream. Everstream's ISP will provide a 500 Mb Internet Fiber Connection for our Patron & Guest Usage PLUS a 250 Mb Fiber Point-to-Point connection to function as our Wide Area Network for our Staff.

Everstream's contract for our new branch is a 4 year commitment with one year renewals. This provides KDL with the opportunity to review our Fiber usage annually for both Staff & Patrons and make appropriate adjustments to be responsive to emerging uses, which we did bump up slightly this year for a few branches. In addition, this now aligns all of our Fiber Internet with Everstream and co-terminates all Branches and the Service Center at the same time in four years from now.

KDL has identified two main projects that fall under Category 2 for this E-Rate year.

First is to procure all the necessary Network Firewalls, Network Switches, and Wireless Access Points for our Amy Van Andel Library and Community Center. Second is to add more switches to our Kentwood and Walker locations to accommodate their needs. Our Network Switch RFP was won by Presidio. Their solution fit nicely with our current Meraki infrastructure.

The total of this year's E-Rate Purchases is summarized below and on the official resolution:

APPLICATION #	E-RATE CATEGORY	PRE-DISCOUNT AMOUNT	E-RATE AMOUNT	KDL'S SHARE
191028973	Category 2	\$116,135.98	\$92,908.78	\$23,227.20
191032712	Category 1	\$701,332.80	\$561,066.24	\$140,266.56
Totals		\$817,468.78	\$653,975.02	\$163,493.76

**RECOMMENDATION:**

We recommend approval of the enclosed resolution to authorize payment of the KDL's E-Rate share subject to the following conditions:

- Approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
- Receipt of products and/or services during the fiscal year 07/01/2019-06/30/2020.

**RESOLUTION 201903**

**SCHOOLS & LIBRARIES UNIVERSAL SERVICES (E-RATE) FOR 2019-20**

**MEETING INFORMATION**

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held at the Kent District Library Service & Meeting Center, on April 18, 2019 at 4:30 p.m.

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

**PRESENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**RESOLUTION**

With the assistance of Kellogg & Sovereign Consulting (E-Rate Advisors) KDL has filed FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products as detailed in the attached report, "E-Rate Requests, FY 2019", for the fiscal year 07/01/2019-06/30/2020.

Be it resolved that the governing board for **Kent District Library**

1. Authorizes payment of the KDL's share subject to the following conditions:
  - (1) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
  - (2) receipt of products and/or services during the fiscal year 07/01/2019-06/30/2020.

APPLICATION #	E-RATE CATEGORY	PRE-DISCOUNT AMOUNT	E-RATE AMOUNT	KDL'S SHARE
191028973	Category 2	\$116,135.98	\$92,908.78	\$23,227.20
191032712	Category 1	\$701,332.80	\$561,066.24	\$140,266.56
Totals		\$817,468.78	\$653,975.02	\$163,493.76

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

The Board hereby approves and adopts the Schools & Libraries Universal Services (e-rate) for 2019-20.

THE FOREGOING RESOLUTION was adopted at a regular meeting of the Kent District Library Board of Trustees held on April 18, 2019 on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**AYES:** \_\_\_\_\_

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

**CERTIFICATION**

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on April 18, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: April 18, 2019

\_\_\_\_\_  
Penny Weller, KDL Board Chair

\_\_\_\_\_  
Allie Idema, KDL Board Secretary

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

Commission Expires: \_\_\_\_\_ # \_\_\_\_\_