KDL®

BOARD OF TRUSTEES
MEETING PACKET

05

MAY 2019

DRAFT

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

<div align="right">

BOARD OF TRUSTEES
MEETING AGENDA

</div>

LOCATION
KDL Kentwood Branch (4950 Breton Rd SE, Kentwood, MI 49508)

DATE
Thursday, May 16, 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 – April 18, 2019
- C. Request for Closing – Reschedule of the Alto Branch In-Service Day from February 12, 2019 to August 20, 2019 due to an inclement weather closing.
- D. Request for Closing – Reschedule of the Gaines Branch In-Service Day from October 17, 2019 to October 24, 2019 due to scheduling conflict with Michigan Library Association Conference.

    VI. Branch Manager Report – Cheryl Cammenga

    VII. Finance Reports – April 2019

    VIII. Lakeland Library Cooperative Report

    IX. Director's Report – April 2019

    X. New Business
- A. KDL Strategic Plan Update
- B. KDL Policy Manual – Section 2: Circulation   *First Reading*
- * C. Resolution: 2020 LSTA Grant Application
- * D. Resolution: Special Liquor License for SuperPartyWonderDay   *Roll-Call Vote*

    XI. Liaison Representative Comments

    XII. Public Comments**

    XIII. Board Member Comments

    XIV. Meeting Dates - ***Next Regular Meeting: Thursday, June 13, 2019 – KDL Service & Meeting Center***

*   **XV.** Adjournment

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

BOARD OF TRUSTEES
MEETING MINUTES

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

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

DATE
Thursday, April 18, 2019 at 4:30 p.m.

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

BOARD ABSENT: None

STAFF PRESENT: Jaci Cooper, Lindsey Dorfman, Randy Goble, Missy Lancaster, Brian Mortimore, Laura Powers, Sara Proano, Kurt Stevens, Lance Werner

GUESTS PRESENT: Bill Brinkman, Melissa Duke, Sherri Lopez

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 – March 21, 2019

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

VI. FINANCE REPORTS – March 2019
- The Director of Finance gave a brief overview of the March cash report and the revenues and expenditures. Cash appears to be up 1.5 million over the same time in the prior year. A recent transfer to Kent County Pool Fund of 9 million dollars will show up in April's financial statement. KDL is 25% through the year, has spent 22.9% of budgeted expenditures, and has received 88.9 percent of the budgeted revenue, which is expected since many revenue sources come at the beginning of the fiscal year.
- Ms. Powers reported that her team is preparing for the 2018 audit.
- Ms. Powers drew attention to overdue fines on page 12 of the financial statements (GL 4658). Last month, the KDL Board approved going fine fee. Ms. Powers confirmed that KDL met and exceeded the target budgeted amount for 2019.
- Priority Health was the recipient of the largest check for the month of March. The second largest check was to Citizens for KDL's annual insurance bill.

Motion: Ms. Oliver moved to receive and file March 2019 finance reports as presented.
Support: Supported by Mr. Erlewein.
RESULT: Motion carried.

VII.   **LAKELAND LIBRARY COOPERATIVE REPORT**
Ms. Bruursema reported on the following item from the April 11, 2019 LLC meeting:
- Board Development: A Friends of the Library discussion regarding a survey, recruitment, and obtaining a 501(3)(c) status.

VIII.   **DIRECTOR'S REPORT** – March 2019
- Director Werner recognized Ms. Dorfman for being named a "Mover and Shaker" in the library industry by the national publication, Library Journal. Ms. Dorfman was honored in the Community Builders category for her commitment to the profession and her good work in shaping KDL's service model and addressing Michigan's low third grade reading scores.
- Director Werner announced that KDL won a Best and Brightest Award in Michigan. A staff member nominated KDL, and then Best and Brightest organization sent staff members an assessment that asked about working conditions, practices, benefits, and culture. Out of 6,100 employers who were nominated, just over 150 were selected as winners.
- KDL is hosting Next Nexus: An Equity, Diversity, and Inclusion Summit and panel in May. Over 100 attendees are registered.
- Mr. Mortimore spoke about the new staffing model he and Ms. Dorfman are working on. This is a very inclusive and fluid effort: the two of them are meeting with managers and then staff to discuss a vision to create more opportunities to protect their time, to do meaningful planning, and promote internal growth. The Gaines and EGR branches are piloting this in the fall. KDL is in a very strong position to try this with no pressure or a rigid deadline.

The Board asked questions of staff and staff responded.

Mr. Noreen exited the meeting.

IX.   **NEW BUSINESS**
A. KDL Service Center Redesign Update
Ms. Dorfman gave a brief update on the progress of the KDL Service Center Redesign. Via Design met with Leadership Team and the adjacencies were finalized.

B. KDL Policy Manual – Section 3: Operations & Facilities *First Reading*
Ms. Cooper pointed out changes to Section 3: Operations & Facilities that were shown in the packet in red text with corresponding footnotes. Minor language changes have been made to reflect current practices. The biggest change concerns the Lost and Found Policy, specifically how debit cards, credit cards, purses, and wallets are handled by staff when found.

Motion: Ms. Oliver moved to approve the revisions to Section 3: Operations & Facilities of the KDL Policy Manual as revised.
Support: Supported by Mr. Erlewein.
RESULT: Motion carried.

C. Issue Analysis: RFP for KDL Service Center Bookmobile Addition   *First Reading*
- Ms. Dorfman shared some impact stories and statistics about the Bookmobile to convey its success within the communities and the importance of protecting this asset. Ms. Dorfman reported that KDL looked into housing it offsite, but it was costly and inefficient for staff

workflow. Ms. Dorfman outlined the reasons why Terhorst & Rinzema was selected as the recommended contractor for the project, and shared the projected timeline for the project's completion, if approved.

Motion: Mr. Myers moved to approve TerHorst & Rinzema as the contractor for the new KDL Service Center Bookmobile addition as presented.
Support: Supported by Ms. Bruursema.
RESULT: Motion carried.

D. Resolution: First 2019 Budget Amendment *Roll-Call Vote*
- In light of the bookmobile RFP being passed, Ms. Powers presented the first budget amendment for 2019.

Motion: Mr. Erlewein moved to approve the first budget adjustment as presented.
Support: Supported by Ms. Oliver.
Ms. Bruursema – Yes   Mr. Erlewein – Yes   Ms. Gilreath-Watts – Yes   Ms. Idema – Yes
Mr. Myers - Yes   Mr. Noreen – Absent   Ms. Oliver– Yes   Ms. Weller – Yes
RESULT: Motion Carried 7-0.

E. Resolution: Schools & Libraries Universal Services (E-Rate) for 2019-20   *Roll-Call Vote*
- Mr. Stevens opened by highlighting that KDL has been participating in eRate for the last five or six years. Mr. Stevens reviewed the annual eRate process for the Board, and explained how KDL plans to use the funding from each of the two categories.

Motion: Ms. Bruursema moved to approve the Resolution for Schools and Libraries Universal Services (E-Rate) for 2019-20. This resolution authorizes filing of the Form 471 applications for funding year 2019-20 and the payment of the applicant's share upon approval of funding and receipt of services.
Support: Supported by Ms. Gilreath-Watts.
Ms. Bruursema – Yes   Mr. Erlewein – Yes   Ms. Gilreath-Watts – Yes   Ms. Idema – Yes
Mr. Myers - Yes   Mr. Noreen – Absent   Ms. Oliver– Yes   Ms. Weller – Yes
RESULT: Motion Carried 7-0.

F. Board Retreat Detail Discussion
- Chair Weller asked the Board if they were interested in having their annual retreat and if they would like to bring in the consultant they had for a half day of training to finish the other half of his presentation. Ms. Cooper indicated she would send a Doodle poll out to establish dates that worked for everyone.

X. **LIAISON REPRESENTATIVE COMMENTS** – Mr. Brinkman reported on the recent happenings in Plainfield Township:
- The Wolverine Worldwide PFAs case is still ongoing.
- The Rogue River Campground the township purchased recently had more contamination than anticipated.
- The Plainfield Township Board is going to tackle a strategic plan for catastrophes and disasters. The plan will address the flood plain. The river is not too far from KDL Service and Meeting Center, so this plan is especially relevant.
- Last Monday, the American and Canadian Treasurers Association presented Mr. Brinkman with a plaque and a certification. At 88, Mr. Brinkman holds the title of the oldest public treasurer in the state of Michigan.

XI. PUBLIC COMMENTS – None

XII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema wished everyone a Happy Easter and thanked everyone for their presentations.

Mr. Erlewein: Mr. Erlewein was one of 65 attendees at the Kentwood Branch this past Monday night for a World Affairs Council on watershed and said he enjoyed it.

Ms. Gilreath-Watts: In honor of National Poetry Month, Ms. Gilreath-Watts read the poem, "My First Memory (of Librarians)" by Nikki Giovani and said she is honored to be a part of the library.

Ms. Idema: Ms. Idema thanked everyone again for their thorough work.

Mr. Myers: Mr. Myers said "Hello" from the Kentucky Blue grass area.

Ms. Oliver: Ms. Oliver recently started a book club in her neighborhood and has been using KDL's Book Club in a Bag. Ms. Oliver also expressed her excitement about being a part of the Game of Thrones bracket KDL created, and concluded by saying she is enjoying being on the Board and proud of the wonderful things KDL does.

Ms. Weller: Ms. Weller mentioned that she is thrilled that KDL is moving ahead with the garage for the bookmobile to make sure it is properly protected. Ms. Weller also highlighted Administrative Assistants Day coming up on April 24 and thanked Ms. Cooper for all she does.

XIII. MEETING DATES

Regular Meeting: Thursday, May 16, 2019 – KDL Kentwood Branch – 4:30 p.m.

XIV. ADJOURNMENT

<u>Motion</u>**: Ms. Idema moved for adjournment at 6:03 p.m.**
<u>Support</u>**: Supported by Ms. Gilreath-Watts.**
<u>RESULT</u>**: Motion carried.**

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

April 16, 2019

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

Dear KDL Board of Trustees:

The Alto Branch's In-Service Day was approved for February 12th. Mother Unfortunately nature had other plans and this turned out to be one of our snow days this past winter.

If possible, we would like to reschedule the branch In-Service for August 20th. All of our summer programming will be done by this time and school hasn't started yet (or this will be the *first* day for Lowell Area Schools).

Thank you for considering this change.

Sincerely,

Sandy Graham, Alto and Englehardt Branch Manager

Cc: Lance Werner, Executive Director

Information. Ideas. *Excitement!*

Kent District Library // Service Center, 814 West River Center Drive NE, Comstock Park, MI 49321 // 616-784-2007 // kdl.org

April 16, 2019

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

Dear KDL Board of Trustees:

I am writing to you to request permission to close the Gaines Township Branch from 9:30am-8:15pm on Thursday October 24 2019 for an Annual In-Service Training Day. We had originally requested closure on Thursday October 17th for In-Service Training, but that date coincides with the Michigan Library Association Conference and I would like staff who were budgeted to attend the MLA Conference be able to attend the conference and our In Service Training at the branch.

Thank you for your consideration.

Sincerely,

Anjie Gleisner, Gaines Branch Manger

CC: Lance Werner, Executive Director

Information. Ideas. Excitement!

Kent District Library // Service Center, 814 West River Center Drive NE, Comstock Park, MI 49321 // 616-784-2007 // kdl.org

Monthly Cash Position Per Bank
Month ended April 30
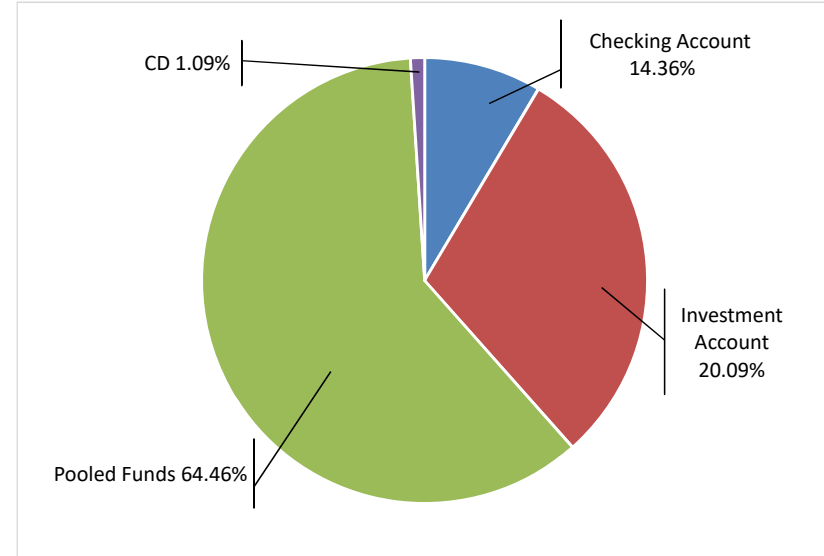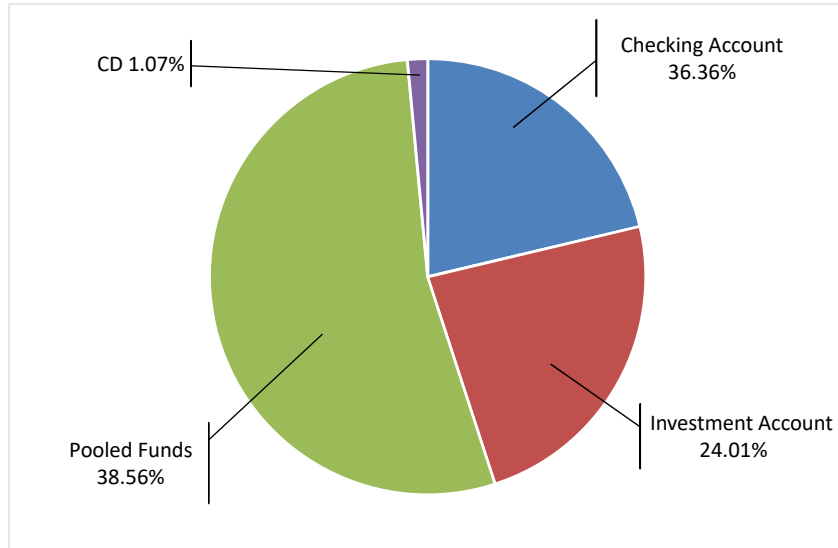
2019

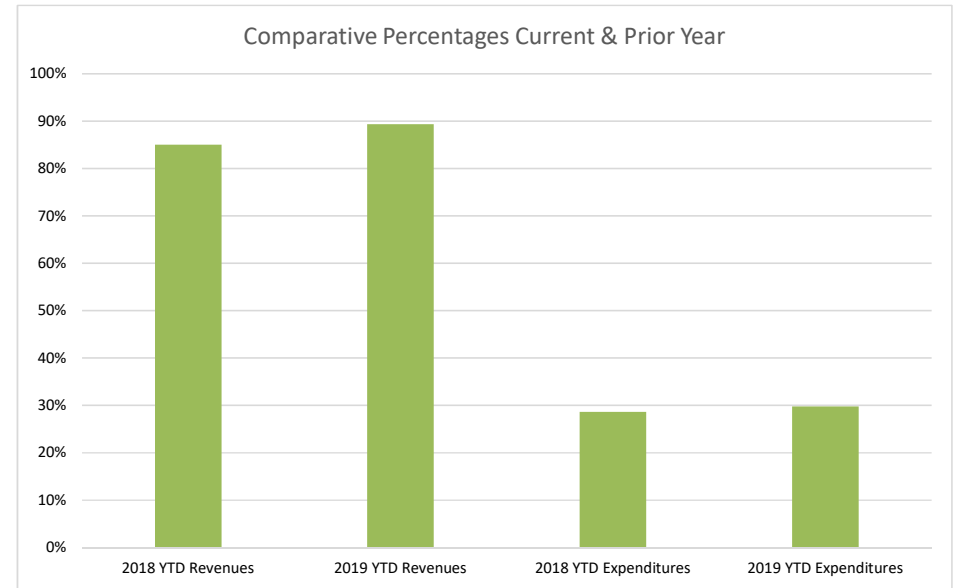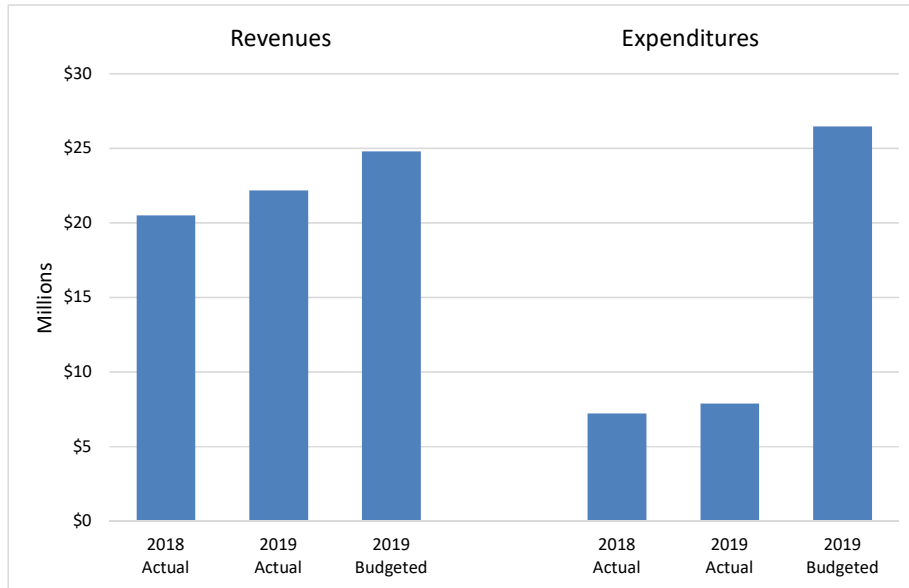| Account	Rate	Amount
Huntington Checking Account	0.400%	$3,797,631.39
Huntington Investment Account	1.510%	$4,224,878.24
*Kent County Pooled Funds	2.290%	$9,543,986.54
First National Bank	2.030%	$265,674.95
		$17,832,171.12

2018

Account	Rate	Amount
Huntington Checking Account	0.300%	$2,160,460.17
Huntington Investment Account	0.180%	$7,568,570.37
*Kent County Pooled Funds	0.956%	$15,317,297.29
First National Bank	1.050%	$261,028.00
		$25,307,355.83

* Includes Trust Pooled fund balances

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

KDL
Kent District Library
Information.
Ideas.
Excitement!
www.kdl.org

Monthly Revenues and Expenditures
Month ended April 30

Revenues / Expenditures chart (Millions)

Comparative Percentages Current & Prior Year chart

Budget to Actual with Prior Year Comparison

Revenues

2018 Actual	$	20,515,131
2019 Actual	$	22,178,460
2019 Budgeted	$	24,806,481

Expenditures

2018 Actual	$	7,225,115
2019 Actual	$	7,885,659
2019 Budgeted	$	26,475,962

Comparative Percentages Current & Prior Year

Account	Amount
2018 YTD Revenues	85.1%
2019 YTD Revenues	89.4%
2018 YTD Expenditures	28.6%
2019 YTD Expenditures	29.8%

	YTD Actual	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	21,633,228	22,093,560	(460,332)	(2)%
Penal Fines	0	797,644	(797,644)	(100)%
Charges for Services	89,167	100,000	(10,833)	(11)%
Interest Income	62,011	76,000	(13,989)	(18)%
Public Donations	99,441	442,000	(342,559)	(78)%
Other Revenue	283,078	663,210	(380,133)	(57)%
State Sources	20,536	634,067	(613,531)	(97)%
Total Revenues	22,187,460	24,806,481	(2,619,022)	(11)%
Expenditures				
Salaries and Wages	3,299,970	11,753,570	8,453,601	72 %
Employee Benefits	1,222,650	3,732,138	2,509,489	67 %
Collections - Digital	896,470	1,539,498	643,028	42 %
Collections - Physical	747,642	2,121,387	1,373,745	65 %
Supplies	125,136	779,255	654,119	84 %
Contractual and Professional Services	547,754	1,776,121	1,228,366	69 %
Programming and Outreach	58,471	333,277	274,806	82 %
Maintenance and Utilities	679,776	1,999,046	1,319,270	67 %
Staff Development	39,633	257,883	218,250	85 %
Board Development	10	14,833	14,823	100 %
Other Expenditures	264,974	781,730	516,757	66 %
Capital Outlay	3,175	1,387,224	1,384,049	100 %
Total Expenditures	7,885,659	26,475,962	18,590,303	70 %
Excess Revenue Over (Under) Expenditures	14,301,801	(1,669,481)	15,971,281	(957)%

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 1/1/2019 Through 4/30/2019
(In Whole Numbers)

	YTD Actual
Revenues	
Charges for Services	10,000
Total Revenues	10,000
Expenditures	
Salaries and Wages	2,652
Employee Benefits	664
Contractual and Professional Services	5,000
Maintenance and Utilities	400
Other Expenditures	2,491
Total Expenditures	11,207
Excess Revenue Over (Under) Expenditures	(1,207)

Kent District Library

Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 4/30/2019

(In Whole Numbers)

	YTD Ending April 30, 2018	YTD Ending April 30, 2019	Total Variance
Revenues			
Property Taxes	20,305,893	21,633,228	1,327,335
Charges for Services	108,277	89,167	(19,110)
Interest Income	56,659	62,011	5,352
Public Donations	5,174	99,441	94,267
Other Revenue	17,068	283,078	266,009
State Sources	22,061	20,536	(1,525)
Total Revenues	20,515,131	22,187,460	1,672,329
Expenditures			
Salaries and Wages	3,102,476	3,299,970	197,493
Employee Benefits	1,092,333	1,222,650	130,316
Collections - Digital	858,976	896,470	37,493
Collections - Physical	608,751	747,642	138,891
Supplies	167,638	125,136	(42,502)
Contractual and Professional Services	251,477	547,754	296,277
Programming and Outreach	57,439	58,471	1,032
Maintenance and Utilities	635,312	679,776	44,464
Staff Development	93,876	39,633	(54,243)
Board Development	0	10	10
Other Expenditures	226,333	264,974	38,641
Capital Outlay	130,503	3,175	(127,328)
Total Expenditures	7,225,115	7,885,659	660,544
Excess Revenue Over (Under) Expenditures	13,290,016	14,301,801	1,011,785

Kent District Library

Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2019 Through 4/30/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
	Revenues					
	Property Taxes					
4402	Current property taxes	49,016	21,469,223	21,899,031	(429,808)	(2)%
4412	Delinquent personal property taxes	10,996	12,812	33,349	(20,537)	(62)%
4432	DNR - PILT	0	4,780	11,000	(6,220)	(57)%
4437	Industrial facilities taxes	134	146,413	150,180	(3,767)	(3)%
	Total Property Taxes	60,146	21,633,228	22,093,560	(460,332)	(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	10,976	33,217	50,000	(16,783)	(34)%
4658	Overdue fines	5,844	37,206	25,000	12,206	49 %
4660	Other Patron Fees	698	2,089	0	2,089	0 %
4685	Materials replacement charges	4,200	16,655	25,000	(8,345)	(33)%
	Total Charges for Services	21,717	89,167	100,000	(10,833)	(11)%
	Interest Income					
4665	Interest earned on deposits and investments	24,468	60,900	75,000	(14,100)	(19)%
4666	Interest Earned - Property Taxes	192	1,111	1,000	111	11 %
	Total Interest Income	24,660	62,011	76,000	(13,989)	(18)%
	Public Donations					
4673	Restricted donations	27,643	96,875	162,000	(65,125)	(40)%
4674	Unrestricted donations	1,229	2,566	280,000	(277,434)	(99)%
	Total Public Donations	28,872	99,441	442,000	(342,559)	(78)%
	Other Revenue					
4502	Universal Service Fund - eRate	0	194,117	580,653	(386,536)	(67)%
4583	Contributions from public schools	0	34,907	63,057	(28,150)	(45)%
4643	Ticket Sales	25	25	0	25	0 %
4644	Book sales	100	100	0	100	0 %
4667	Building rental	1,556	7,008	15,000	(7,992)	(53)%
4668	Royalties	0	951	3,000	(2,049)	(68)%
4676	Reimbursement of expenditures	3,697	41,210	0	41,210	0 %
4677	Program contributions	0	250	0	250	0 %
4686	Sale of Equipment	150	150	0	150	0 %
4688	Miscellaneous	3,443	4,359	1,500	2,859	191 %
	Total Other Revenue	8,971	283,078	663,210	(380,133)	(57)%
	State Sources					
4540	State Aid	0	0	314,067	(314,067)	(100)%
4541	State aid - LBPH	0	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	0	20,536	634,067	(613,531)	(97)%
	Total Revenues	144,366	22,187,460	24,806,481	(2,619,022)	(11)%
	Expenditures					
	Salaries and Wages					
5700	Board Stipend	210	930	3,720	2,790	75 %

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5701	Administrator wages	73,337	284,360	931,002	646,643	69 %
5702	Managers wages	158,596	609,661	2,327,601	1,717,939	74 %
5703	Support Staff wages	341,040	1,231,076	4,573,333	3,342,257	73 %
5704	Operations	259,077	997,333	3,439,863	2,442,530	71 %
5705	Interns	0	1,592	64,732	63,140	98 %
5706	Extra duty stipends	1,100	1,100	20,000	18,900	95 %
5707	Temporary Help	0	0	3,000	3,000	100 %
5708	Subs	50,705	175,997	390,320	214,322	55 %
5710	Contra Salaries and Wages - Consulting Admin	(520)	(2,080)	0	2,080	0 %
	Total Salaries and Wages	883,546	3,299,970	11,753,570	8,453,601	72 %
	Employee Benefits					
5709	FICA	66,091	244,937	894,696	649,759	73 %
5717	Defined Contribution Pension Plan Contributions	32,328	118,483	602,022	483,539	80 %
5718	Employee Health Benefits	93,158	403,252	1,426,951	1,023,698	72 %
5719	Part-time Employee Health Benefits	16,080	63,120	200,000	136,880	68 %
5720	HSA/Flex	(2)	346,152	377,740	31,588	8 %
5723	Retiree Health Care OPEB	150	970	2,084	1,114	53 %
5724	Life Insurance	(1)	9,241	26,269	17,028	65 %
5725	Additional Life Insurance	0	6,028	22,940	16,912	74 %
5726	Housing Allowance	1,000	4,000	12,000	8,000	67 %
5727	Gradifi Student Loan Assistance	4,758	18,186	120,822	102,636	85 %
5728	YMCA Membership Support	140	500	3,120	2,620	84 %
5730	Other Employee Benefits	500	8,300	34,494	26,194	76 %
5735	Contra Employee Benefits - Consulting Admin	(130)	(520)	0	520	0 %
5842	Unemployment Claims	0	0	9,000	9,000	100 %
	Total Employee Benefits	214,073	1,222,650	3,732,138	2,509,489	67 %
	Collections - Digital					
5785	Cloud Library	220,000	447,031	880,000	432,969	49 %
5786	Hoopla	80,000	160,000	240,000	80,000	33 %
5787	Digital Collection	0	107,850	132,158	24,309	18 %
5788	Miscellaneous Electronic Access	0	181,589	287,340	105,751	37 %
	Total Collections - Digital	300,000	896,470	1,539,498	643,028	42 %
	Collections - Physical					
5791	Subscriptions	286	56,581	72,922	16,341	22 %
5815	KDL Cruisers	0	10,000	27,000	17,000	63 %
5871	Branch Local Materials - Restricted Donation Expenditures	221	10,631	12,000	1,369	11 %
5982	Collection Materials - Depreciable	110,812	412,844	1,231,070	818,226	66 %
5983	CD/DVD Collection Materials - Non-Depreciable	51,575	180,947	599,500	418,553	70 %
5984	Beyond Books Collection - Non-Depreciable	43,520	76,639	178,895	102,256	57 %
	Total Collections - Physical	206,413	747,642	2,121,387	1,373,745	65 %
	Supplies					
5750	Processing Supplies	9,653	36,890	173,855	136,965	79 %

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5751	Office Supplies	1,033	11,216	49,741	38,525	77 %
5752	Paper	1,477	5,124	27,383	22,259	81 %
5753	AV Supplies	751	6,942	17,390	10,449	60 %
5754	Disposable Technology <$1000	742	7,429	217,689	210,259	97 %
5755	Maintenance Supplies - Custodial	99	1,309	6,702	5,393	80 %
5756	Water Cooler	559	1,459	9,530	8,071	85 %
5757	Meeting Center Supplies	127	989	4,000	3,011	75 %
5760	Technology Accessories	1,340	6,710	25,706	18,995	74 %
5764	All-staff Supplies	12,448	12,448	5,000	(7,448)	(149)%
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	119	119	2,500	2,381	95 %
5768	Promotions Supplies	356	1,836	36,670	34,834	95 %
5769	Service Awards	71	1,241	6,400	5,159	81 %
5770	Other Awards/Prizes	1,150	15,568	106,450	90,882	85 %
5771	Beverages	200	778	8,750	7,972	91 %
5790	Books (not for circulation)	0	0	350	350	100 %
5799	Miscellaneous Supplies	622	3,889	20,502	16,613	81 %
5851	Mail/Postage	841	1,868	9,206	7,338	80 %
5900	Copier/Printer Overage Charges	1,720	8,251	45,932	37,682	82 %
	Total Supplies	33,309	125,136	779,255	654,119	84 %
	Contractual and Professional Services					
5792	Software	7,459	240,581	540,205	299,624	55 %
5801	Professional Services	4,828	6,823	168,700	161,878	96 %
5803	IT Consultant - Consulting Svcs.	13,560	21,603	185,000	163,398	88 %
5804	Other Consultants	3,950	3,993	34,890	30,898	89 %
5805	Audit Services	0	0	26,200	26,200	100 %
5806	Legal Services	5,350	6,091	21,500	15,409	72 %
5808	ILS Consultant	0	28,667	97,000	68,333	70 %
5809	Temporary Contracted Employees	4,145	9,819	0	(9,819)	0 %
5811	IT Contracted Services	1,247	24,167	67,980	43,813	64 %
5812	HR Contracted Services	279	665	2,000	1,335	67 %
5813	Delivery Services	12,800	44,289	138,560	94,271	68 %
5814	Security Services	4,670	14,520	53,085	38,565	73 %
5817	Lakeland Library Co-op services	932	1,865	5,000	3,136	63 %
5818	Shredding services	0	0	425	425	100 %
5819	Drug Screenings/background checks	336	456	3,500	3,044	87 %
5820	Other Professional Services	0	0	10,000	10,000	100 %
5823	Inspection Services	0	740	2,675	1,935	72 %
5827	Catering	1,566	1,566	21,225	19,659	93 %
5829	Custodial/cleaning services	430	1,720	18,300	16,580	91 %
5830	Other Contracted Services	334	5,495	44,333	38,838	88 %
5833	All-staff Services	0	0	25,000	25,000	100 %
5834	Wellness Services	0	2,310	1,925	(385)	(20)%
5835	Team KDL Services	0	0	12,500	12,500	100 %
5836	Employee & Partner Care (Flowers, Etc)	0	312	4,150	3,838	92 %
5890	ILS Fees	0	94,538	195,618	101,080	52 %
5891	Licenses and Fees	697	4,177	225	(3,952)	(1,756)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2019 Through 4/30/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5893	Marc Records License	722	1,767	7,500	5,733	76 %
5956	Other Benefits Administration Fees	413	2,670	5,000	2,330	47 %
5957	Pension Administration Fees	1,643	1,643	4,000	2,357	59 %
5958	Payroll processing fees	5,341	23,447	64,650	41,203	64 %
5960	Banking Fees	(73)	559	4,625	4,066	88 %
5961	TSYS/Credit Card Fees	874	3,274	10,350	7,076	68 %
	Total Contractual and Professional Services	71,503	547,754	1,776,121	1,228,366	69 %
	Programming and Outreach					
5794	Outreach Supplies	3,488	5,257	25,957	20,700	80 %
5795	Programming Supplies	6,112	20,897	66,870	45,973	69 %
5796	Youth Programming Supplies	0	32	8,900	8,868	100 %
5797	Teen Programming Supplies	126	178	10,050	9,872	98 %
5798	Adult Programming Supplies	0	32	7,170	7,138	100 %
5865	Programming Services	330	3,616	42,460	38,844	91 %
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	7,964	27,959	139,125	111,166	80 %
5950	Airport Free Library	0	0	8,945	8,945	100 %
	Total Programming and Outreach	18,020	58,471	333,277	274,806	82 %
	Maintenance and Utilities					
5822	Maintenance Contracts	0	0	5,575	5,575	100 %
5848	Mobile Hotspots	1,343	4,150	12,100	7,950	66 %
5849	Cell Phones/ Stipends	2,178	7,903	30,041	22,137	74 %
5850	Telephones	4,235	13,758	75,000	61,242	82 %
5852	Internet/Telecomm Services	52,601	211,479	624,000	412,521	66 %
5918	Water/Sewer	427	801	3,800	2,999	79 %
5919	Waste Disposal	367	1,450	7,500	6,050	81 %
5920	Electric	4,325	13,335	68,000	54,665	80 %
5921	Natural Gas	0	3,727	15,000	11,273	75 %
5925	Snowplowing	1,275	10,531	15,000	4,469	30 %
5926	Lawn/Landscaping	0	0	2,273	2,273	100 %
5928	Branch Maintenance Fees	41,159	137,348	387,282	249,934	65 %
5929	Land Repair and Maintenance	0	0	5,200	5,200	100 %
5930	Building Repair and Maintenance	0	1,685	38,600	36,915	96 %
5931	Equipment Repair and Maintenance	1,088	8,946	18,180	9,234	51 %
5932	Vehicle Repairs and Maintenance	681	681	17,800	17,119	96 %
5933	Software & IT Hardware Maintenance Agreements	0	149,997	440,662	290,665	66 %
5934	Other Repair and Maintenance	0	0	250	250	100 %
5940	Rentals	96,883	100,824	166,127	65,303	39 %
5941	Printer/Copier Leases	3,576	13,561	66,656	53,095	80 %
5943	Contra Maintenance & Utilities - Consulting Admin	(100)	(400)	0	400	0 %
	Total Maintenance and Utilities	210,039	679,776	1,999,046	1,319,270	67 %
	Staff Development					
5910	Professional Development	1,654	6,324	95,742	89,418	93 %
5911	Conferences	5,787	13,965	32,950	18,985	58 %

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5913	Travel/Lodging	4,353	19,345	129,191	109,846	85 %
	Total Staff Development	11,794	39,633	257,883	218,250	85 %
	Board Development					
5908	Board Development	10	10	3,595	3,585	100 %
5909	Board Travel/Lodging	0	0	11,238	11,238	100 %
	Total Board Development	10	10	14,833	14,823	100 %
	Other Expenditures					
5759	Gas, Oil, Grease	254	365	19,500	19,135	98 %
5860	Parking	65	145	9,940	9,795	99 %
5861	Mileage Reimbursement	5,400	7,976	53,202	45,226	85 %
5870	Branch Local Misc - Restricted Donation Expenditures	17,322	45,002	150,000	104,998	71 %
5873	Website	8,925	42,474	109,318	66,844	61 %
5874	Employment Advertising	0	0	1,000	1,000	100 %
5875	System Advertising	1,337	14,956	82,540	67,584	82 %
5884	Photography	666	2,243	15,500	13,257	86 %
5901	Outsourced Printing & Publishing	2,993	10,084	37,084	27,000	73 %
5906	Promotions/Marketing	4,090	5,024	34,915	29,891	86 %
5912	Meetings	1,076	6,291	18,865	12,574	67 %
5915	Memberships	6,620	30,439	58,416	27,977	48 %
5916	Dues and Fees	415	2,040	6,466	4,427	68 %
5935	Property Liability Insurance	0	56,239	62,920	6,681	11 %
5936	Vehicle Liability Insurance	0	5,196	14,950	9,754	65 %
5937	Flood Insurance	0	0	6,380	6,380	100 %
5938	Bond Insurance	729	9,683	11,760	2,077	18 %
5939	Workers Compensation Insurance	7,811	19,666	42,000	22,334	53 %
5955	Miscellaneous	5	322	7,500	7,178	96 %
5959	Sales Taxes	0	2	500	498	100 %
5964	Property Tax Reimbursement	1,958	6,519	35,975	29,456	82 %
5965	MEL Return Items	149	309	3,000	2,691	90 %
	Total Other Expenditures	59,815	264,974	781,730	516,757	66 %
	Capital Outlay					
5973	Land Improvements - Non-Depreciable	0	0	11,400	11,400	100 %
5974	Land Improvements - Depreciable	0	0	20,100	20,100	100 %
5975	Building Improvements - Non-Depreciable	0	18	9,300	9,282	100 %
5976	Building Improvements - Depreciable	0	0	809,000	809,000	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)	886	3,026	58,680	55,654	95 %
5980	Equipment/Furniture - Depreciable ($5000+)	0	132	57,957	57,825	100 %
	Total Capital Outlay	886	3,175	1,387,224	1,384,049	100 %
	Total Expenditures	2,009,408	7,885,659	26,475,962	18,590,303	70 %
	Excess Revenue Over (Under) Expenditures	(1,865,043)	14,301,801	(1,669,481)	15,971,281	(957)%

Check Number	Vendor Name	Check Amount	Check Date
76466	Hitachi Capital America Corp / Bibliotheca Credit	145,118.07	4/10/2019
190940000011	Priority Health	122,020.34	4/1/2019
76619	Midwest Tape	99,174.04	4/24/2019
4152019	The Huntington Bank - Michigan	43,728.79	4/15/2019
76508	Midwest Collaborative For Library Services	34,904.10	4/10/2019
76557	Baker & Taylor	27,735.05	4/24/2019
76594	Ingram Library Services Llc	23,859.81	4/24/2019
76599	Lakeshore Learning Materials	21,535.25	4/24/2019
76465	Baker & Taylor	19,871.17	4/10/2019
76518	Presidio Networked Solutions Group, Llc	19,052.50	4/10/2019
76570	Comerica Bank	16,837.06	4/24/2019
76468	CareATC, INC	15,760.00	4/10/2019
76638	Ebiz Technology LLC / Traction Consulting Group	13,560.00	4/24/2019
76601	Lands End, Inc / Lands End Business Outfitters	12,352.73	4/24/2019
76512	Midwest Tape	10,404.74	4/10/2019
76494	Interpersonal Frequency	8,925.00	4/10/2019
76493	Ingram Library Services Llc	8,826.91	4/10/2019
76543	Accident Fund	7,811.00	4/24/2019
76534	Vernon Library Supplies, Inc.	7,570.37	4/10/2019
76620	MLA- Michigan Library Association	6,763.36	4/24/2019
9825264470	Verizon Wireless - MiFy Routers & Cell phones	6,592.52	4/1/2019
76495	Jeffrey Zentner	6,348.00	4/10/2019
76476	Comerica Bank	6,287.84	4/10/2019
76523	Same Day Delivery, Inc	6,144.00	4/10/2019
76630	Same Day Delivery, Inc	5,120.00	4/24/2019
R10403103-0419	At&T	3,987.14	4/1/2019
76575	DWD Technology Group	3,950.00	4/24/2019
76585	InfoUSA Marketing, Inc. / Infogroup City Directories	3,350.00	4/24/2019
206345013324	Consumers Energy	3,333.13	4/9/2019
76544	Accountemps	3,128.42	4/24/2019
76487	Greatamerica Financial Svcs.	3,067.43	4/10/2019
76595	Jared Olson	2,969.50	4/24/2019
76517	PLIC - SBD Grand Island	2,960.20	4/10/2019
76513	Northeast Print House	2,824.50	4/10/2019
76621	MorningStar Health	2,771.19	4/24/2019
76479	DK Security	2,630.00	4/10/2019
9825264469	Verizon Wireless - MiFy Routers & Cell phones	2,516.57	4/1/2019
76610	Michigan Office Solutions (MOS)	2,229.25	4/24/2019
76637	Thomas Klise/Crimson Multimedia	2,180.00	4/24/2019
76501	Kent County Treasurer	1,957.55	4/10/2019
76458	Accountemps	1,838.46	4/10/2019
76532	UAW Local 2600	1,802.39	4/10/2019
76535	Via Design	1,790.00	4/10/2019
76639	UAW Local 2600	1,789.92	4/24/2019
76484	Gale/Cengage Learning	1,775.47	4/10/2019
76574	DK Security	1,750.76	4/24/2019
420976	123.Net, Inc	1,724.00	4/1/2019
76597	Kushner & Company Inc	1,642.72	4/24/2019
76483	Findaway World, Llc	1,637.11	4/10/2019
76624	Northeast Print House	1,518.25	4/24/2019

Check Number	Vendor Name	Check Amount	Check Date
76539	Grand Rapids Chamber of Commerce Capital Campaign	1,500.00	4/11/2019
13975270419	At&T	1,421.36	4/1/2019
76528	Staples Business Advantage	1,382.96	4/10/2019
76560	Blackstone Audio Inc	1,375.88	4/24/2019
76568	Chelsea Holley	1,350.00	4/24/2019
76522	Sabopr	1,346.20	4/10/2019
76520	RNL Graphics Solutions, LLC	1,343.05	4/10/2019
76635	Staples Business Advantage	1,335.93	4/24/2019
76459	All Season Lawn Care	1,275.00	4/10/2019
76580	Grand Rapids Kids	1,250.00	4/24/2019
76602	Lasers Resource	1,246.60	4/24/2019
76578	Gale/Cengage Learning	1,218.02	4/24/2019
76579	Grand Rapids Community Foundation	1,185.00	4/24/2019
76567	Central Michigan Paper	1,184.00	4/24/2019
76514	Pam Spring Advertising, Llc	1,140.00	4/10/2019
76569	Claire Horlings	1,032.11	4/24/2019
76515	Penguin Random House, Llc.	1,023.00	4/10/2019
76541	A+J Restaurant Dev. LLC / West Michigan Caterer	1,004.52	4/24/2019
201006006731	Consumers Energy	992.27	4/12/2019
76598	Lakeland Library Cooperative	982.25	4/24/2019
76629	RNL Graphics Solutions, LLC	954.48	4/24/2019
76636	Stephanie Jackson	880.00	4/24/2019
76577	Foster, Swift, Collins & Smith, P.C.	866.00	4/24/2019
76477	Comprise Technologies, Inc	860.00	4/10/2019
76576	Findaway World, Llc	826.40	4/24/2019
76625	Penguin Random House, Llc.	779.25	4/24/2019
76631	Sara Elisa Proano Motta	696.99	4/24/2019
76482	Engineered Protection Systems Inc	621.00	4/10/2019
76531	Tim Kleyn	600.00	4/10/2019
76626	Penni Zurgable	552.60	4/24/2019
76565	Carrie Wilson	542.99	4/24/2019
76467	Blackstone Audio Inc	540.96	4/10/2019
76623	Nationwide	534.00	4/24/2019
76526	Showcases	527.04	4/10/2019
76504	Lakeshore Learning Materials	526.69	4/10/2019
76499	Kathryn Erskine	517.00	4/10/2019
76628	RECORDED BOOKS, INC	501.33	4/24/2019
76581	Grandville Public Schools/Grandville High School	455.00	4/24/2019
1797041	Arrowaste	367.15	4/1/2019
76533	Unique	334.05	4/10/2019
76525	Sarah Fox	324.55	4/10/2019
76505	Legal Shield	319.95	4/10/2019
76529	State Of Michigan	300.00	4/10/2019
76604	Lewis Paper	286.62	4/24/2019
AP-RIS000220808	Delta Dental Of Michigan	285.41	4/1/2019
76633	Shirley Bruursema	268.19	4/24/2019
76537	Wolverine Power Systems	264.94	4/10/2019
76480	Employee Assistance Center (EAC)	255.00	4/10/2019
76521	Rotary Club Of Grand Rapids	250.00	4/10/2019
76507	Lorito Books	249.51	4/10/2019

Check Number	Vendor Name	Check Amount	Check Date
76627	Performance Assessment Network	240.00	4/24/2019
76485	Grand Rapids Center for Mindfulness LLC	225.00	4/10/2019
76584	IDVille / DBA Baudville	224.18	4/24/2019
76474	Comcast Cable	216.90	4/10/2019
76457	Absopure Water Company	188.50	4/10/2019
76542	Absopure Water Company	187.15	4/24/2019
98420220419	At&T	178.26	4/1/2019
76566	Center Point Publishing	176.16	4/24/2019
76481	Employment Screening Resources	150.00	4/10/2019
76538	Your Membership.Com, Inc.	140.00	4/10/2019
76519	RECORDED BOOKS, INC	133.58	4/10/2019
76475	Comcast Cable	124.90	4/10/2019
402860	Paychex	112.50	4/5/2019
76530	TASC	103.18	4/10/2019
76488	Heart Of West Michigan United Way	100.50	4/10/2019
76582	Heart Of West Michigan United Way	100.50	4/24/2019
76469	Cedar Springs Theatre Association	97.00	4/10/2019
76496	Joshua Bernstein	92.64	4/10/2019
9825303357	Verizon Wireless - MiFy Routers & Cell phones	83.12	4/1/2019
76486	Grand Valley State University Libraries	82.50	4/10/2019
76562	Caitlin S. Oliver	75.78	4/24/2019
76545	Allie Marie Idema	75.78	4/24/2019
76472	City Of Kentwood / Kentwood Parks & Recreation	75.00	4/10/2019
76549	Audiocraft Publishing Inc	66.31	4/24/2019
76478	Cutlerville-Gaines Chamber Of Commerce	65.00	4/10/2019
76632	Sheri Gilreath-Watts	64.88	4/24/2019
76571	Data Strategy, LLC	59.30	4/24/2019
76583	Holly Goulet	55.70	4/24/2019
76498	Karen Small	54.86	4/10/2019
76548	Ashley Smolinski	53.21	4/24/2019
76461	Anna Small Roseboro	50.00	4/10/2019
76563	Calvin College Hekman Library	50.00	4/24/2019
76622	Nahshon Cook-Nelson	50.00	4/24/2019
76596	Kathleen Mitchell	46.74	4/24/2019
76471	Central Michigan Paper	46.04	4/10/2019
76470	Center Point Publishing	44.34	4/10/2019
76573	Debra Hall-Dehen	39.99	4/24/2019
76559	Bessie Streekstra	33.99	4/24/2019
76600	Lance Werner	33.58	4/24/2019
76503	Lakeland Library Cooperative	30.00	4/10/2019
76516	Performance Assessment Network	30.00	4/10/2019
76546	Andrew Erlewein	30.00	4/24/2019
76564	Capital Area District Libraries	28.17	4/24/2019
76605	Lindsey Dorfman	26.97	4/24/2019
76607	Lynne Pfund	25.94	4/24/2019
76558	Benjamin Jewell	25.00	4/24/2019
76540	A Rifkin	20.59	4/24/2019
76502	Lake Michigan Credit Union	20.00	4/10/2019
76500	Kelly Leigh Gibson	19.97	4/10/2019
76608	Melissa Siegel	16.99	4/24/2019
76572	Deborah Dibartolomeo	16.99	4/24/2019

Check Number	Vendor Name	Check Amount	Check Date
76550	Audrey Barker	15.70	4/24/2019
76609	Michael Zurgable	13.68	4/24/2019
76524	Sara Magnuson	13.24	4/10/2019
76603	Laurie Cooper	11.99	4/24/2019
76473	Claire Horlings	11.99	4/10/2019
76606	Lynn Ann Meier	9.99	4/24/2019
76536	Vivi Hoang	9.30	4/10/2019
76497	Kaitlin Tang	6.99	4/10/2019
76506	Lewis Paper	6.74	4/10/2019
76561	Brandon Cleo Ball	5.04	4/24/2019
76460	Amy Nobach	4.99	4/10/2019
76547	Angie Stout	3.98	4/24/2019
Report Total		801,703.18	

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.

• CASCADE

The Cascade Branch In-Service will devote a large portion of the day to cross-training staff on simple tasks that anyone can perform at the newly combined service desk. The goal is to streamline the patrons' experience, making it possible for a single staff member to guide patrons through their library experience rather than asking them to move from person-to-person depending on the nature of their questions. There will be a fun materials advisory training, talking through common questions about the public computers, and printing system and pairing up into peer groups to learn tips-and-tricks from one another. The hope is to gain knowledge, improve teamwork, and ultimately benefit the patrons who walk through the doors.

• ENGLEHARDT

Lowell had their In-Service Day earlier this year. Former Branch Manager Heather Wood Gramza planned the day before she left KDL and it was based on the local need of a handful of patrons. At Englehardt, there are some patrons with hearing disorders and this was an opportunity to improve service to them. Staff from the Deaf and Hard of Hearing Services presented about the deaf culture, considerate etiquette and some simple, library-related sign language. Their instruction was very useful and provided staff with knowledge to better help deaf and hard of hearing community.

Unfortunately, Jared from IT was out with the flu that day, so staff missed the IT Basics training. That training has been rescheduled for a future date. In place of IT Basics training, the time was used to discuss Mission: Read, which was just about to start, and a few other local issues. Staff considered the day useful and informative.

• KENTWOOD

Kentwood's In-Service Day is not scheduled until December, so planning is still taking place. The City of Kentwood has recently gone through active shooter training and the plan is to contact them to do the same training for staff. Other ideas include a team-building exercise, going over branch-specific challenging situations and common solutions and responses, and discussing the new staffing model. Also, branch manager Cheryl Cammenga is gathering ideas from other branches to see what training they had during their In-Service Day. Lastly, Circulation Manager Angela Culp will likely provide some circulation training to Info Staff, and Kentwood's Tech Trainers can instruct Circulation Staff on PC and search processes.

• KRAUSE MEMORIAL

Krause Branch In-Service Day is not until November and the agenda is still being developed. At this time, the plan is to have guests from branches/departments come to talk to Krause staff about the KDL Way, patron behavior training, and IT Basics training. There will be a team building exercise and a visit to North Kent Connect (a local charitable organization serving northern Kent County). North Kent Connect is a wonderful resource for people in need in Rockford and surrounding townships. The goal is to have staff see how they offer services to

the community so that staff will be more confident in making patron referrals to those resources. Other items for discussion are the Rockford Branch building expansion, the new staffing model, and possibly doing a Design Think around transitioning to one combined service desk. Rockford staff are looking forward to having a day to focus on training and development specific to the Rockford branch.

• NELSON / SAND LAKE

Nelson/Sand Lake's In-Service is scheduled for July 18. In addition to the already planned KDL trainings, and to go with KDL's year of learning, the focus will be on diversity and inclusion topics. Staff will be watching a couple of select TED talks and discussing them and how they relate to the library and local community. Also, HR is working with Branch Manager Paula Wright in having staff pre-take a personality test. At the In-Service Day, staff will share and discuss their results. The hope is to show how diverse the staff personalities are and how that influences how staff work and engage with other individuals. The personality tests are also a way to identify staff strengths and learning needs for the rest of the year. Finally, there will be an activity around diversity, inclusion and libraries (specific activity still to be determined) to help reinforce what staff learned and discussed throughout the day.

• PLAINFIELD

The Plainfield branch In-Service Day was on Thursday, March 28 and had guest speakers and team members presenting and leading sessions throughout the day. The day concentrated on having quality time together as a team, reviewing important branch-specific information, and conducting a Design Think session around the redesign of the front desk.

The day was extremely productive and enjoyable. In the morning, various guest speakers from departments in KDL presented. The day began with reviewing the KDL Way (KDL's own brand of customer service), followed up with a presentation from KDL's Patron Response team on how to handle difficult situations, and an IT Basics training from KDL's IT Department. During lunch, staff celebrated birthdays as well as Maggie McDaniel's impressive 38th anniversary at KDL – congratulations Maggie! In the afternoon, staff members led trainings on the new KDL Grooves Vinyl Collection, branch emergency procedures, and a Design Think session. The team completed five Design Think activities, all of which were interactive and concluded with the team coming up with three different prototypes for a new front desk configuration. The next steps are to get Friends Group and patron feedback, then compile all feedback and see what the results are!

Overall, the branch In-Service Day was very successful. The branch accomplished a lot of the goals of team building, reviewing branch-specific information, and creating prototypes for the front desk.

• SPENCER

On Wednesday, March 6 the Spencer Branch was closed for a branch staff In-Service Day. The agenda was jam-packed with presenters including Lindsey Dorfman, Director of Branch Services and Operations, talking about the KDL Way, a session on how to handle difficult situations in the library, and even IT Basics training from KDL's IT Team Lead, Jared Olson. The goal for the day was to brainstorm and prepare for upcoming programs, events, and outreaches as well as participate in team building activities.

The Spencer branch has a unique layout with no backroom or area for staff meetings or event preparations so having an opportunity to come together in one space rather than piecing event planning together while standing behind each other at the front desk was extremely helpful and productive. Staff successfully reviewed and strategized for the large community events that are coming up, which include the Annual Spring Festival and Egg Hunt, Kickoff to Summer Reading Carnival, Summer Reading 2019, and the Annual Outdoor Movie and Teen Crew Volunteer Celebration. Staff concluded the day with a shared team activity - modified office-yoga with

breathing techniques and a mindfulness practice.

This is the first time KDL has given branches this opportunity and it was an excellent experience and time well spent (even though staff missed out on seeing patrons). Staff are looking forward to executing the plans staff worked on during the In-Service Day.

• TYRONE

The Tyrone Twp. Branch In-Service Day was on Monday, April 8. The goal for the In-Service was to provide a day of learning and growth for the Tyrone Twp. Team. The agenda included plenty of learning opportunities such as presentations on the KDL Way, IT Basics, and responding to challenging patron behavior. Other parts of the agenda focused on growth, both personal and as a team. Early in the day, Carol Hendershot from the Grand Rapids Center for Mindfulness presented to the team on how to use mindfulness tools to decrease stress and increase engagement at work. The presentation included training on meditation, breath work, and mindfulness in staff's work lives. Over lunch the team discussed the book *Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead* by Brené Brown. The lively discussion ranged from how feeling comfortable with vulnerability helps build a stronger team, to how it helps build stronger relationships with patrons. The In-Service day was a big success, and the team at Tyrone is grateful for the opportunity!

• WALKER

At Walker the In-Service Day is planned for December, and staff are looking forward to coming together and being able to spend the day with one another while reviewing the KDL Way, learning to deal with patron behaviors, and getting some IT Basics training. Also, there is a plan for a team building exercise and to practice emergency response with a fire and tornado drill. Another plan is to have a Design Think session on the amenities and must-haves for the new library building, while also discussing some possible changes to the current building. With so many part-time staff a lot of them only see each other in passing, so it will be great to be able to come together as a team and review things together so a group consensus can be had.

• WYOMING / KELLOGGSVILLE

The Wyoming/Kelloggsville In-Service Day is not until November so the agenda is still being developed.
As other branches have done, the plan is to have staff from branches and departments do presentations on the KDL Way, patron behavior training, and IT Basics training. Likely there will be time for a discussion on the new staffing model as well.

Lori Holland, Wyoming/Kelloggsville Branch Manager, will be attending the Positive Behavior Interventions and Supports Training with Kelloggsville school staff on May 10 and, if appropriate for library use, the hope is to bring that presenter to the In-Service Day. The goal for that training is it to support students and staff so that they can use positive behavior techniques with teens. These techniques have been shown to lessen inappropriate student behavior. By using the same behavior techniques with teens who are using the libraries, staff hope to lessen disruptive behavior in the building, creating a more welcoming environment for all of the patrons.

FEATURED DEPARTMENT: COLLECTION DEVELOPMENT

Each year, the Collection Development Team visits each branch for an in-person meeting to review their collection needs, build relationships with new staff, and to look over the collections in person.

This team receives approximately 1,000 patron requests each month and fills over 95% of these requests. Most of the time, the reason for not purchasing a title is that the title is out of print, or the high cost for a title.

2019	JAN	FEB	MAR	APR
TOTAL REQUESTS	1,617	1,237	1,170	1,014
TOTAL PERCENT PURCHASED	92%	93%	90%	92%

Collection Development continues to support the materials advisory, cataloging and collection selection needs of libraries around the world with KDL's *What's Next in a Series* product. Since last year, 3,040 titles, 336 authors and 683 series have been added to the database.

The numbers below represent "filtered" use, which means KDL staff and public PCs are excluded.

	2014	**2015**	**2016**	**2017**	**2018**
VISITS	872,375	835,505	777,532	719,114	721,236
UNIQUE VISITS	267,095	332,045	293,778	268,139	281,537
PAGE VIEWS	2,615,279	2,529,623	2,288,431	2,056,793	1,903,085

2018 Projects:

- The Englehardt (Lowell) branch completed a pilot for a new product that has the audio component included in the book. They are called Vox Books. These will be rolled out to other KDL branches later in 2019.
- Seven branches now circulate a Vinyl collection. This is the first time a format that was removed from the library has been reintroduced.
- These same branches also added circulating turntables to their Beyond Books Collections.
- Graphing Calculators were added to select branches. A classroom set will be circulated later in the year along with KDL Lab tubs for teachers.
- The team purchased and filled the Bookmobile with an exciting collection using grant money from the Frey Foundation.
- Using End-of-Year funds, the team focused spending on patrons by adding new collection items, displays, replacements of perennial favorites and classics.
- The team worked with stakeholders from the branches to create new Balancing and Weeding procedures.

2019 Projects:

- Working with Collection Services to try shelf-ready material from one of KDL's vendors (Baker & Taylor)
- The addition of 600 KDL Mission: Read! Booster Packs in the branches to support Third Grade Reading proficiency
- Mailing Materials Home for Summer Reading (LSTA Grant - 2020)
- A Collection Diversity Audit to help identify needs and set targets in order to better reflect community demographics
- Circulating Kayaks as part of the Beyond Books Collection at the Grandville branch
- Starting a new music streaming service to focus on the Local Indie music artists (called Musicat)
- A special collection for each branch to feature for adults learning to read
- Testing a small set of titles to find out if patrons want a Thriller Genre (new)

BUILDING UPDATES

• AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER

In April, Dixon Environmental Consulting completed an environmental site assessment. This assessment has revealed no evidence of recognized environmental conditions (RECs) in connection with the subject site. Progressive A&E is working on a solution for run offs on the site that would eliminate a minimum number of parking spaces. Erhardt Construction is working on an updated construction estimate and determining which desired features fit into the current budget. On April 30, KDL returned comments to Ada Township on the lease agreement.

• GRANDVILLE

The Beyond Books fundraising campaign continues for the City of Grandville. Currently, $450,000 has been raised. Recently the planning for the beginning of the public portion of the campaign has begun and the date for the public announcement is to be held at the Grandville Branch on May 29 at 10:00am.

• KRAUSE MEMORIAL

The Krause Exploratory Committee continues to move forward with the idea of a branch expansion that is paid for and supported by all four municipalities (City of Rockford and the Townships of Algoma, Cannon, and Courtland). The Committee will hold two charrette meetings in order to obtain a rendering of the possible new building exterior. The charrettes will consist of two regular library users from each of the municipalities, along with two members from each the Krause Library Board and the Friends of the Krause Memorial Library. These meetings will take place from 3:00-5:00pm on Tuesday, May 21 and May 28 at the Krause Memorial Branch. The Committee is contracting with Phil Davis of Fishbeck, Thompson, Carr, & Huber (FTCH) for the charrettes and the external renderings. The next meeting of the Exploratory Committee will be at 4:00pm on Tuesday, June 11 at the KDL Service Center.

•WALKER

The Walker Steering Committee met with FTCH to review the space needs assessment and had a few questions about how their recommendation of space was calculated. The steering committee agreed it made sense for the library to be kept on the city complex, but will look at moving it closer to the Walker Ice and Fitness Center and consider what shared spaces could be used between both facilities. Phase 1 of the space needs assessment has come to a close and phase 2 will now begin with the question, "How does a community center tie into this equation or does it not?" It will look at the current space of the Ice and Fitness Center and compare what the library needs are and how they mold together. A few ideas of how phase 2 would work were discussed, but nothing clearly laid out or planned at the end of the meeting. The City wanted to take the recommendation to the City Council and see what their thoughts and opinions were before starting on phase 2.

•SERVICE & MEETING CENTER

Lindsey Dorfman will present a formal agenda item to the Board just when major progress or changes have been made, and will just present bulleted lists when minor progress has occurred.

New Addition
- TerHorst & Rinzema began surveying and preliminary drawings.
- Engineers were contacted and, because of their busy schedule, they will not be onsite until Mid-May.
- Soil borings will start May 17.
- Missy Lancaster presented preliminary drawings to Via Design and received feedback on office space sizes.

- The Community Engagement Team reviewed drawings and provided feedback.
- Randy TerHorst and Missy Lancaster presented the preliminary drawings to the Leadership Team on May 8. Leadership Team made some adjustments and plans are proceeding forward.
- Estimated start date will be in June.

Service Center Refresh
- On May 6, the Building Committee met with Via Design and was presented with two different layouts.
- After a three hour meeting, there were many changes made.
- The next meeting is on May 30. During this meeting the team plans to review the changes and bring the design to the Leadership Team for review.

WHAT'S GOING ON AT KDL

•ROOM RENTALS

It was a record month for room rentals in April! Though there were just eight external groups that rented, there were 26 different meetings that were held. To put this in perspective, in the whole year of 2017 there were only 41 external rentals. Out of the eight external groups, five of them held meetings for the first time.

Due to the upcoming construction it was decided that room rentals will not be taken for the rest of the year. However, those who have already signed agreements and have reservations will still be accommodated.

•NEW LOGO PROJECT

KDL has contracted with the Highland Group for a logo/icon design project in the amount of $19,750.

• BOOKMOBILE UPDATES

The team is extremely excited with the budget approval for the new Bookmobile garage, and they are reviewing options and ideas to make the space flexible and efficient for staff needs and to better care for the vehicles. Also during this month the team started evaluating each individual's capacity and use of staff time. Bookmobile staff are collecting the total number of community requests, the activities attended, and the activities declined. Reasons for declining requests for the bookmobile are also being considered. The goal is to find an efficient way to make the project sustainable, for the rest of 2019 and for budgeting purposes in the future.

The Bookmobile continues regular visits to Kentwood, Sand Lake, Godfrey Lee and ELNC school partnerships, as well as community Centers such as Stream of Hope and ECC.

The Bookmobile Operators made training materials for cloudLibrary available. Schools were very receptive to the information, and trainings are being handled by the closest local branch.

This month Sand Lake started visits to the school in collaboration with Nelson Twp/Sand Lake Branch. Staff expect that this model will help establish that visit and reach more kids and their families during the summer.

• CAREER ONLINE HIGHSCHOOL PROGRAM (COHS)

The KDL web page with promotional materials and related links to other adult education community partners is accessible at www.kdl.org/COHS. All promotional materials arrived and were distributed to the branches. The marketing campaign is on track for the month of May.

This month, staff held a general training for the designated COHS staff member in each branch. The training included a presentation and lunch provided by GALE with the goal of informing staff how to support the promotion of the adult education initiative through KDL.

Sara Magnuson has been attending partner meetings as she promotes the program and learns how to align it with what other organizations are offering.

- **IMMIGRANT INITIATIVES**
  - **BOOKS FOR DISPLACED CHILDREN:** Staff continue the visits to Bethany Christian Services. Grahm Lawcock has been attending as a volunteer every two weeks. His help is invaluable and the kids are starting to ask for him. The Bookmobile visits are a joy to these kids and they cannot get enough of the experience.
  - **LANGUAGE ACCESSIBILITY INITIATIVES:** Staff connected with two language service partner agencies to identify opportunities to use the interpretation equipment in a broader way. It was suggested that a KDL web page be added with links to MIRC-Michigan Interpretation and Translation Network and ATA, the American Translations Association. The landing page is expected to be done at the end of May 2019.

- **AUTHOR LUNCHEON**

The East Grand Rapids branch hosted author Wade Rouse for a luncheon and book signing on Thursday, April 25. Patrons purchased tickets to receive a copy of Wade's new Viola Shipman novel, *The Summer Cottage*. 50 patrons attended on a beautiful day to hear Wade speak and read from his new novel.

- **SPRING BREAK 2019**

For Spring Break this year, KDL branches hosted two unique programs. KDL Bookmobile Operator and local performer Kevin Kammeraad brought his Wimee's Words program to 7 branches. Over 470 patrons experienced Kevin's all-ages shows! Also, families worked their way out of an escape room at the Englehardt, Comstock Park and Grandville branches. Patrons had 45 minutes to solve the clues and escape. Local company, Escape Rooms on the Go, hosted the programs for KDL. Feedback from patrons were overwhelmingly positive and plans are in the works for more escape room programs.

- **SUMMER READING 2019**

The Programming Department and the Summer Reading Work Group provided Summer Reading training for Information Staff at three Summer Send-off sessions. Staff received 90 minutes of summer program reminders, tips, tricks and inspiration. Summer Reading 2019 begins Monday, June 3 for all ages!

KATIE KUDOS

- **RANDY BURSON (Finance Department)** – Nominated by Greg Lewis because, "We hired a multitude of presenters/performers for the Write Michigan Teen Poetry Contest. This resulted in many checks to be cut in a timely manner over a wide time period. Too often our performers have not submitted their request in a timely manner (an artistic thing?). Throughout the entire process, Randy endured a barrage of (semi frantic) calls from me and exhibited nothing but courtesy and professionalism. He was very thorough in keeping me informed. All the presenters got paid on time! He even offered to drive a check to KWD to make sure it arrived in time. (We managed to get it here on our own, but still). Thanks, Randy!"

• **TABITHA SCHAUB (Grandville)** – Nominated by John Bernstein because, "Today, we had a homeless gentleman in our lobby. After we talked with him a bit, we had realized he hadn't eaten in a few days and needed help getting to a shelter as well. While I was working with him to help find a way to get him to a shelter and / or somewhere to help get him the help he needs, Tabitha offered part of her lunch. We didn't want him go with an empty stomach. We wanted to make sure he had food that was healthier and more fulfilling then the cookies (was in the branch). Thanks Tabitha!!"

• **OLIVIA YEADON (Krause Memorial)** – Nominated by Connie Wheat because, "She worked hard on putting a desk together that we really needed. It was a lot of hard work and time consuming. Thank you Olivia for the dedication!!"

STAFF + PATRON RESPONSE STORIES

• **ALPINE** – A note: "Hi, When I brought Hannah to the storytime yesterday, she had so much fun she did not want to go! She had a blast with the new songs and actions. She was singing the parts of the songs most of the afternoon. She really loved the "Stop- Fish don't do that!" song. The story of the Cow was a great pick also-- she told her Dad (Chris) all about it when we went home.

Another patron (mom or caregiver?) who came yesterday with a little one said that she likes to come the Alpine Branch story time because it is not overwhelming and staff make them feel welcome "like family members". She said we are making a big difference that lasts with both the Little people and the Adult Patrons!

• **BYRON CENTER**- One of my storytime moms said today that she so appreciates all the little and simple things the library does. She mentioned how she loves the way our library encourages community around learning instead of people being isolated and doing the activities at home by themselves. And, not to be competitive, but that they think KDL-Byron is the best place to be. J

We had a veteran come in who hasn't been in a while and he said to tell "everyone" that "we are doing a fine job." He specifically commented on the array of materials that we had available.

Staff discovered a couple of notes left behind by 2 young patrons while cleaning up for the day ------->

• **WALKER** – "We had a gentlemen who came in today and made copies, he said we made his day when we told him his military card allows for free printing and copies. He then informed us that he was so happy we convinced him to get a library card when he came in with his kids a while back and has since been to the branch 10 times in three weeks. He says he loves getting DVDs and bringing his kids with him. "

• **PATRON SERVICES** – Staff member Jeremy Coldicott said a patron called and said, "I want everyone to know how much I appreciate you guys. You guys are the best librarians in the whole world. You're all so kind, so sweet, and there's not a mean bone in your body. I love all of you, and I mean every word."

UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., June 13, 2019	4:30 PM	KDL Service Center
KDL Regular Board Meeting	Thurs., July 18, 2019	4:30 PM	KDL Service Center
OTHER MEETINGS	**DATE**	**TIME**	**LOCATION**
KDL Pension Board Meeting	Wed., May 15, 2019	1:00 PM	KDL Service Center
KDL Pension Board Meeting	Wed. August 21, 2019	1:00 PM	KDL Service Center
EVENTS	**DATE**	**TIME**	**LOCATION**
ALA Annual Conference	June 20-25, 2019	All Day	Washington, D.C.
KDL Board Retreat	July 17, 2019	8:00-4:00	KDL Service Center
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
Shea Johnson	Outreach Specialist – Service Center	May 6
Cathy Rinzema	Shelver – Plainfield	May 6
Jenny Savage-Dura	Youth Librarian – East Grand Rapids	May 17

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Jake Wunderink	Substitute Circulation Assistant	Circulation Assistant – Plainfield	April 15
Austin Phillips	Youth Paraprofessional – Wyoming	Adult Paraprofessional – Kentwood	May 13
Bethany Heerspink	Shelver – Grandville	Circulation Assistant – Walker	May 13
Molly Marshall	Substitute Circulation Assistant	Circulation Assistant – Cascade	May 13

DEPARTURES	POSITION	EFFECTIVE
Jacque Hobson	Substitute Information Staff	April 2
Sadie Burgher	Substitute Information Staff	April 29
Joann Korstange	Circulation Assistant – Plainfield	June 6
Michelle Boisvenue-Fox	Director of Programming, Outreach & Collection Services	July 12

OPEN POSITIONS	TYPE
Seasonal Library Interns (20 positions)	Temporary
Youth Paraprofessional – Comstock Park	Part-time
Shelver – Grandville	Part-time

EMPLOYEE ANNIVERSARIES (JUNE)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Kris Vogelar	Grandville	34 years
Karen Small	Wyoming	33 years
Tisha Wells	Gaines Township	31 years
Kathy Potts	Walker	28 years
Jocelyn Yost	Grandville	25 years
Connie Wheat	Krause Memorial	19 years
Lynne Eder	Walker	14 years
Deb DenHerder	Cascade	12 years
Erma Kircheis	Substitute Information Pool	11 years
Amy Waite	Krause Memorial	11 years
Paul Prins	Kentwood	9 years
Shannon Vanderhyde	Krause Memorial	8 years
Linda Pyne	Nelson Township/Sand Lake	7 years
Adam Flynn	Caledonia / Community Engagement	5 years
Carlita Gonzalez	Marketing/Communications	5 years
Liz Knapp	Tyrone Township/Comstock Park	5 years
Allison Barnum	Plainfield	4 years
Carol Roelofs	Wyoming	3 years
Paula Wright	Nelson Township/Sand Lake	3 years
Sandy Carlson	Cascade	2 years
Cathy Gutowski	Alto	2 years
Leigh Verburg	Comstock Park	2 years
Julie Gillich	Byron Township	1 year
Brad Baker	Marketing/Communications	1 year

KDL — Kent District Library
Information. Ideas. Excitement!

BOARD OF TRUSTEES ATTENDANCE
2019

KDL Strategic Plan | 2019-2020

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

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

#1 (Information)

Theme				
School Partnership, Literacy	**Goal**	By 2020, KDL will work with 6 area schools with the lowest 3rd Grade Reading Proficiency.		
	Success Metrics	KDL will work with Kent Schools Services Network and schools to monitor reading scores for students regularly visiting the library or the bookmobile.		
	KDL Impact	Through recreational reading, students will increase their reading at school and at home with a positive impact on their reading scores.		
	Activity #1	*By February 2019, host Harry Potter Festival at the Cascade branch featuring literacy and the 3rd grade reading initiative by focusing on literacy skills in the choices of games, crafts and activities in the program.* **[Programming Department/Cascade branch]**	*[Completed] The festival was held on December 28, 2018 for 260 patrons.*	
	Activity #2	*By June 2019, KDL summer intern staff will be hired and trained to deliver story time with an emphasis on the early literacy skills. Summer interns will have an active role with Bookmobile and Outreach events.* **[Community Engagement/Youth Services]**	*[Completed] Interviews are being conducted and some positions have been filled.*	
	Activity #3	*By August 2019, KDL staff have schedule trainings with KISD schools to understand and use library resource through the library card challenge and, in*		

		schools that have Bookmobile visit, to ensure the use of those resources. **[Community Engagement]**	
	Activity #4	*By November 2019, Data of regarding parents trained to access the school's parent portal and in story time through the bookmobile will be ready for interpretation. It is expected that it would be a performance increase by 30%. Parents will report their child's reading scores and/or grade to measure improvement.* **[Community Engagement/IT]**	
	Activity #5	*By December 2019, a Storytime Training model will be created and initial training of current staff will be completed.* **[Programming Department/Youth Specialists]**	

#2 (Information)

Theme School Partnership, Student Engagement	**Goal**	Goal By 2020, KDL will reach 10% more students each year with a County Wide Reading Program for new readers to encourage leisure reading through its school partnerships.	
	Success Metrics	KDL will sign up students and watch progress through outreach efforts with area schools.	
	KDL Impact	Through recreational reading, at risk students in underserved groups will start on a path where reading is enjoyable with positive impact on their reading scores leading up to third grade.	
	Activity #1	*By November 2019, KDL will update booklists already created for promoting the collection to new*	

		readers *[Collection Development and Early Literacy workgroup]*	
	Activity #2	*By December 2019, KDL staff will work with Grand Rapids Public Library and Kent Intermediate School District staff to create a County Wide Reading program designed to encourage new readers, replacing/revamping the existing KDLand Reading Program.* **[Youth Specialists]**	
	Activity #3	*By December 2019, KDL will promote the reading program Mission: Read, continuing to using the branding for this program on other related activities to this initiative.* **[Communications Department]**	
	Activity #4	*By December 2019, KDL will work with Kent Intermediate School District and local schools to track the reading growth of students participating in the program.* **[Director of Branch Services and Operations and Manager of Community Engagement]**	
	Activity #5	*By Spring 2019, KDL will expand the pilot at Comstock Park to all KDL branches to provide KDL Booster Packs to support student's Individual Reading Plan by age and literacy skill needed by parents and caregivers.* **[Director of Innovation, Collection Development Dept, and Comstock Park Youth Staff]**	*[In Progress]* Booster packs will be available at the end of May for checkout. Collection Services staff is working hard to get the packs completed.

#3 (Information)

Theme	Goal	By 2020, KDL will give student library cards to 80% of the students in public school in the KDL service area.	

School Partnership, Student Success	**Success Metrics**	KDL will give student cards with a focus on schools whose kids can't easily get to the library with an emphasis on elementary school. • D Branches: 60% of schools. • C Branches: 60% of schools. • B Branches: 80% of schools. • A Branches: 90% of schools.	
	KDL Impact	Students with a library card can use the library collection and databases to check out material they are interested in in order to increase reading scores.	
	Activity #1	*By March 2019, implement an option to extend use of KDL digital collection to student library cards included in the Library Card Challenge project.* **[Director of Innovation]**	**[Completed]** *Students were given regular access to cloudLibrary to test the usage and ensure an increase could be accommodated. The test will go through Fall 2019.*
	Activity #2	*By March 2019, student library cards will be issued to Kenowa Hills Public Schools as part of the Library Card Challenge project.* **[Community Engagement]**	**[In progress]** *By July 2019, student library cards will be issued to Caledonia, Kenowa Hills, Sand Lake, and Wyoming plus any other district that wishes to provide a library card to their students to be used over the summer* **[Community Engagement]**
	Activity #3	*By April 2019, a newsletter will be send to all LCC participating schools and teachers to promote the use of the student library card, connecting students to library materials and database resources.* **[Community Engagement]**	**[In progress]** *Starting in the month of July 2019, this newsletter will be available through the landing page for districts to access on demand. The letter will also be sent to our main contact in each participating school.* **[Community Engagement]**
	Activity #4	*By October 2019, a campaign regarding Library Card Challenge will be launched to get students to sign up for library cards in our service area.* **[Community Engagement/Communications]**	

	Activity #5	*By November 2019, student library cards would be issued to participating pre-school programs as part of the Library Card Challenge project.* **[Community Engagement]**	

#4 (Information)

Theme Community Engagement, School Partnership, Student Success	**Goal**	By 2020, KDL will give volunteers an opportunity to work with at risk students in the schools as reading buddies or as a Literary Lunch volunteer.	
	Success Metrics	KDL will recruit volunteers who want to read to students – either as a group or one on one – to expand these programs in more schools. • D branches: 4+ schools. • C Branches: 3+ schools. • B Branches: 2+ schools. • A Branches: 1+ schools.	
	KDL Impact	KDL gives meaningful volunteer experiences to volunteers to help students increase their love of reading and their reading scores. Student success is shared with volunteers.	
	Activity #1	By June 2019, HR will collaborate with stakeholders to establish a program whereby a team of staff will participate in mentoring school-aged student to support those students and experience first-hand the impact of their efforts to make a difference with at risk students. **[KDL Human Resources Dept]**	*[Delayed]* *New projected deadline of fall 2019.*

	Activity #2	By November 2019, work to develop a Library Card for tutors to offer to volunteers of community partners. **[Volunteer Coordinator with Circulation Managers]**	
	Activity #3	By November 2019, Pilot a "Reading Buddy" program at the Kentwood branch in the summer of 2019 via older Teen Volunteers. **[Volunteer Coordinator with Kentwood Branch]**	
	Activity #4	By December 2020, Work with community partners to recruit reading buddies for local literacy programs. Expand KDL's Literary Lunch programs with school partners through volunteer recruitment. **[Volunteer Coordinator with Manager of Community Engagement and Youth Specialists]**	

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

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

#1 (Ideas)			
Theme Underserved Population, Community Engagement	**Goal**	Increase opportunities for residents to experience community engagement that exposes them to a new part of their community.	
	Success Metrics	KDL will offer opportunities at area branches which increase each year. • 2018: 6 Opportunities • 2019: 10+ Opportunities • 2020: 14+ Opportunities KDL will engage with community groups (who have not previously worked with the library) who feel welcomed to the library and included in the community.	
	KDL Impact	Residents will have the opportunity to learn or share about other groups and people in their community.	
	Activity #1	*By August 2019, offer second year of Sip and Sit programs during the summer where patrons are invited to sit outside on lawn chairs and have conversations with people they don't already know. Add at least 2 new branches to the program.* **[Programming Department]**	
	Activity #2	*By September 2019, host Let's Talk About…A Reading Group at the Wyoming and Kentwood branches focusing on social justice topics for ages 4 through 11 and their caregivers. Evaluate program and consider options for*	

	Activity #3	*hosting at other KDL branches [Programming Department]*	
		By December 2019, host a Human Library Project program featuring different community groups at the Kentwood branch. Evaluate the program for potential expansion to additional branches. [Programming Department]	
	Activity #4	*By December 2020, KDL will seek new partnership opportunities to further the library's mission to further all people by reaching out to other organizations with similar missions in order to expose the library to new people in the community. [Programming Department and Community Engagement Department]*	
	Activity #5	*By December 2020, provide displays at programs with relevant library materials and track how many of these are checked out by patrons. [Programming Department and Adult Programming Work Group]*	

#2 (Ideas)

Theme Lifelong Learning, Community Engagement	**Goal**	Increase opportunities to learn something new on a variety of topics through community experts.	
	Success Metrics	KDL will offer lecture opportunities on a wide range of topics with a growing series each year. • 2018: 10+ Opportunities • 2019: 14+ Opportunities • 2020: 20+ Opportunities • D Branches: 40+ people in attendance. • C Branches: 30+ people in attendance. • A/B Branches: 25+ people in attendance.	

		Patrons will travel to new branches to have these learning opportunities.	
	KDL Impact	Residents will have access to experts to encourage lifelong learning.	
	Activity #1	*By June 2019, host speaker series in partnership with the World Affairs Council this spring at the Kentwood branch on water issues.* **[Programming Department / Director of Innovation]**	**[Completed]** *4 programs were hosted at the Kentwood branch for a series on Oceans, Lakes and Streams. 4 Programs, 327 patrons attended.*
	Activity #2	*By December 2019, host program on Cybersecurity for parents.* **[Programming Department]**	
	Activity #3	*By December 2019, use findings from 2018 pilot at the Byron branch to create a speaker series (similar to the Comstock Park branch's Live and Learn Fall series) at another branch featuring free, interesting, lectures on relevant topics. Survey patrons to see if the lectures compel them to learn more about that topic.* **[Programming Department]**	
	Activity #4	*By December 2019, offer two speakers to branches for consideration to offer each quarter that focus on learning opportunities such as home improvement and financial literacy. Provide these for 2019 Spring, Summer, Fall and Winter seasonal programming.* **[Programming Department and Adult Programming Work Group]**	
	Activity #5	*By December 2019, continue to create connections with local universities and organizations to facilitate the procurement of lecturers that would be of interest to KDL's patrons.* **[Programming Department]**	

#3 (Ideas)			
Theme Underserved Populations, Community Engagement	**Goal**	Increase opportunities to do activities that normally cost money to participate.	
	Success Metrics	KDL will pay for instructors to come to the branches and offer learning opportunities for community activities that normally cost. • 2018: 5+ Opportunities • 2019: 10+ Opportunities • 2020: 15+ Opportunities	
	KDL Impact	Residents can participate in activities that normally cost money.	
	Activity #1	*By December 2019, offer another round of Ladies Nights programs with new activities. Also, create and host one Ladies Night without alcohol, at a branch that cannot include alcohol in their program.* **[Programming Department and Adult Programming Work Group]**	
	Activity #2	*By December 2019, offer 2 Estate Planning programs with the Davenport University Paralegal Department at the Kentwood branch. Also, explore the possibility of expanding this to another branch.* **[Programming Department, Adult Programming Work Group and Kentwood branch]**	
	Activity #3	*By December 2019, offer new home improvement and repair programs with Home Repair Services.* **[Programming Department and Adult Programming Work Group]**	

	Activity #4	*By December 2019, host a series of concerts in 3 to 5 KDL branches and promote them as a series over one season.* **[Programming Department]**	
	Activity #5	*By December 2019, offer a jewelry making class for adults. Also, survey patrons to see if they were able to attend due to the program being free and what other no-cost programs they would like to attend.* **[Programming Department and Adult Programming Work Group]**	

#4 (Ideas)

Theme Lifelong Learning, Community Engagement	Goal	Increase opportunities to learn about the history of their community.	
	Success Metrics	Over the three years, each branch will offer at least one local history program. Branches with more than 30 people in attendance should increase this expectation to an annual amount. New people will attend programs at the library.	
	KDL Impact	Residents will learn something new about their community.	
	Activity #1	*By September 2019, provide a history program on immigrants to the United States with a local speaker for multiple branches to host.* **[Programming Department and Adult Programming Work Group)]**	
	Activity #2	*By December 2019, provide a program on the women's suffrage movement from a local*	

	perspective. **[Programming Department and Adult Programming Work Group]**	
Activity #3	*By December 2019, facilitate the hosting of local history programs in connection with local historical societies with the goal of adding programs each year until all 19 have hosted a local history program between January 2018 and December 2020) that feature an aspect of that community's history.* **[Programming Department]**	
Activity #4	*By December 2019, partner with area genealogy groups to host new genealogy instructional programs for adults. Survey participants to find out what other topics they want to see offered.* **[Programming Department, Adult Programming Work Group and Adam Oster(Kentwood Librarian)]**	
Activity #5	*By December 2019, survey patrons at local history programs to see if they feel more connected to their community after the program.* **[Programming Department and Adult Programming Work Group]**	

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

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

#1 (Excitement)			
Theme Student Success, Community Engagement	**Goal**	Increase STEAM (Science Technology Engineering Art Math) opportunities with community partners and experts.	
	Success Metrics	New experts will present STEAM (Science Technology Engineering Art Math) programs at the library or offsite. Branches will offer these programs as follows: • 2018: 8 opportunities • 2019: 12 opportunities • 2020: 18 opportunities Attendance will be: • D branches: 25+ • C branches: 20+ • A/B branches: 15+ Children will attend more than one STEAM (Science Technology Engineering Art Math) program.	
	KDL Impact	Children will have an introductory STEAM (Science Technology Engineering Art Math) experience with access to experts to continue their interests.	

Activity #1	*By March 2019, begin motorcycle building program in partnership with the National Science Institute (formerly named the Geek Group), where patrons will experience re-building a motorcycle with the goal of increasing mechanical skills.* **[Programming Department and KDL LAB Work Group]**	**[In Progress]** *The NSI has closed so we are working on a new plan with potential partners including, Kent County Tech Center and GRCC's M-TEC.*
Activity #2	*By November 2019, participate in Chemistry at the mall, along with other local maker groups, bringing STEAM KDL LAB activities to Woodland Mall.* **[Community Engagement Department]**	
Activity #3	*By December 2019, research and connect with new STEAM partners to provide programming for KDL* **[Programming Department and KDL LAB Work Group]**	
Activity #4	*By December 2019, continue KDL's presence on the Grand Rapids Maker's Fair Planning Committee making connections with local maker groups.* **[KDL LAB Work Group]**	
Activity #5	*By December 2019, KDL will partner with the Grand Rapids Children's Museum to create a pilot play space at the Wyoming branch.* **[Director of Branch Services and Operations and Wyoming Branch Youth Staff]**	

#2 (Excitement)

Theme Student Success, School Partnership	**Goal**	Bring STEAM (Science Technology Engineering Art Math) activities into school outreach activities.	
	Success Metrics	Staff will bring KDL Lab tubs into school outreach opportunities.	

	Branches will offer these programs as follows:	
	2018	
	• D branches: 6+ • C branches: 4+ • A/B branches: 3+	
	2019	
	• D branches: 8+ • C branches: 6+ • A/B branches: 4+	
	2020	
	• D branches: 10+ • C branches: 8+ • A/B branches: 6+	
	Children will go to the library to use the KDL Lab space in the branches.	
KDL Impact	Children will learn something new (STEAM-related) while having fun.	
Activity #1	By April 2019, KDL staff will bring KDL LAB STEAM activities to Caledonia Public Schools for 4th and 5th grade students at Kettle Lake Elementary School and 3rd, 4th and 5th grade students at Paris Ridge Elementary School. *[Caledonia Youth Staff]*	*[Completed] There were 4 KDL LAB programs at Caledonia's Paris Ridge Elementary School in February and April reaching 263 students.*
Activity #2	By May 2019, staff provide a KDL Lab experience to students after school weekly for six weeks at Central Elementary for Kenowa Hills Public Schools. *[Walker Youth Staff]*	*[Completed] There were 6 KDL LAB programs at Kenowa Hills Central Elementary in April 2019 reaching 150 students.*

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

#3 (Excitement)

Theme	**Goal**	Offer fun learning opportunities during school breaks.	
Student Success, Community Engagement	**Success Metrics**	New experts will present STEAM (Science Technology Engineering Art Math) programs at the library or offsite. Branches will offer these programs as follows: • 2018: 8 opportunities • 2019: 12 opportunities • 2020: 18 opportunities Attendance will be: • D branches: 25+ • C branches: 20+ • A/B branches: 15+	

	Children will attend more than one STEAM (Science Technology Engineering Art Math) program.	
KDL Impact	Children will have opportunities to explore STEAM (Science Technology Engineering Art Math) interests that lead to school success and new career interests.	
Activity #1	*By February 2019, host 2 days of STEAM programs at the National Science Institute (formerly called the Geek Group) during Winter break. One programs will feature the organization's laser cutter, along with activities based on light science. The other will be a repeat of last year's very popular computer take-apart and put back together program***[Programming Department and KDL LAB Work Group]**	*[Completed] The NSI closed, so branches replaced these STEAM programs with KDL LAB programs at the following branches: Comstock Park, East Grand Rapids, Englehardt, Nelson Township/Sand Lake, Spencer Township and Walker.* *Total number of programs: 17* *Total Attendance: 341*
Activity #2	*By May 2019, provide spring break programs at the National Science Institute (formerly named the Geek Group) featuring STEAM activities.* **[Programming Department and KDL LAB Work Group]**	*[Completed] The NSI closed, so branches replaced these STEAM programs with KDL LAB programs at the following branches: Alto, Cascade Township, East Grand Rapids, Englehardt, Grandville, Kentwood, Nelson Township/Sand Lake and Walker.* *Total number of programs: 17* *Total Attendance: 452*
Activity #3	*By June 2019, create 2 new KDL LAB tubs for branches to use during Summer Reading. These tubs will focus on easy to use and setup programs for staff. Staff will be surveyed to evaluate the effectiveness of these tubs and the quality of the programs.* **[KDL LAB Work Group]**	*[In progress] Two new tubs were created: Let's Make Slime and a building-related one. The Programming Department will send surveys our about the effectiveness in the upcoming weeks.*
Activity #4	*By December 2019, continue to work with community partners such as the National Science Institute (formerly named the Geek Group) and M-Tec to plan for future school break programming options for school age children.* **[Programming Department and KDL LAB Work Group]**	

#4 (Excitement)

Theme	Goal	Creatively use branch space after hours for fun, learning programs.	
Student Success, Community Engagement	**Success Metrics**	Branches will offer these programs as follows: • 2018: 4 opportunities • 2019: 8 opportunities • 2020: 12 opportunities Attendance will be: • D branches: 35+ • C branches: 25+ • A/B branches: 15+ Children will bring a friend who is new to the library. Homeschool students will participate in these learning opportunities.	
	KDL Impact	Children will make memories at the library and enjoy these learning opportunities.	
	Activity #1	*By February 2019, host Family Arcade and Mini Golf program at the Kentwood branch. Evaluate the program and the new arcade game vendor to potentially host at another branch in 2019.* **[Programming Department and Kentwood branch]**	*[Completed] 636 patrons attended these programs at the Kentwood branch on January 4 and 5. Patrons experienced classic arcade games, mini golf in the stacks and silent disco. Reviews were overwhelmingly positive and KDL will work with new partner, 616 Amusements, again.*
	Activity #2	*By July 2019, select branches will host KDL CRAM Nights for students giving them the whole library and a set time to study for exams.* **[Programming Department]**	*[In progress] The Cascade branch hosted a Teen Exam Cram program on January 13 for 36 students and will hold another Cram program on June 2.*

| **Activity #3** | *By December 2019, create a multi-station program based on the NASA @ My Library workshop. Provide for the branches with the option of hosting during closed hours. [**Programming Department, KDL LAB Work Group and Sandy Graham**]* | |

Policy Manual

Section 2: Circulation

KDL Policy 2.1

LIBRARY CARD REGISTRATION
Last Revised 3-22-19

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

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

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

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

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

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

KDL Policy 2.1.1

CARDS FOR VISITING STUDENTS
Last Revised 2-16-2017

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

KDL Policy 2.1.2

INSTITUTIONAL CARDS
Last Revised 2-22-19

If an agency, institution, or business within the Kent District Library service area requests a library card for use by its residents or staff (in their institutional role), a card may be issued if the institution's head or director agrees in writing that

the institution will be responsible for bills on any materials lost or damaged items. and for any fines incurred through use of the card. Such a card may be used by residents or staff of the institution at the discretion of the institution's director. The card itself must be presented to be honored. KDL will not accept personal identification in lieu of the institutional card. Institutional cards will allow remote access to electronic databases and the digital collection for demonstration purposes.

KDL Policy 2.1.3

NON-RESIDENT CARDS
Last Revised 3-22-19

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

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

Residents within the geographical area of the Lakeland Library Cooperative's boundaries who do not qualify for a library card at any Lakeland Library Cooperative location may purchase a KDL non-resident library card for an annual fee of $84.00 or a monthly fee of $7.00 per month.[1] The fee covers all family members in one household and each family member may be issued their own non-resident card. Non-resident cardholders will be issued full access KDL cards, allowing cardholders the same access as standard KDL service area resident cardholders, including KDL's digital collection and MeL access.

 1. Price reduced by $1 to give patrons an even $7 monthly payment option rather than paying a full annual cost up front.

KDL Policy 2.1.4

STUDENT CARDS
Last Revised 3-22-19

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

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

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

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

KDL Policy 2.1.5

TEMPORARY CARDS FOR ADULTS
Last Revised 5-19-16

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

KDL Policy 2.2

LAKELAND LIBRARY COOPERATIVE MEMBER LIBRARY CARDS
Last Revised 5-19-11

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

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

KDL Policy 2.3

LOST OR STOLEN LIBRARY CARDS
Last Revised 3-16-18

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

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

KDL Policy 2.4

PRIVACY OF USER RECORDS
Last Revised 10-23-14

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

KDL Policy 2.4.1

LIBRARY DOCUMENTS
Last Revised 5-19-16

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

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

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

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

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

KDL Policy 2.5

LOST, AND/OR DAMAGED MATERIALS
Last Revised 3-16-18

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

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

When lost and damaged item(s) with a combined total of $20.01 or more have been on the account for more than sixty (60) days, Kent District Library will invoice the patron. Kent District Library will suspend a patron's borrowing privileges when the bills on a patron's account exceed $20.00. A patron's borrowing privileges will be restored once the account balance is reduced to $20.00 or under.

KDL Policy 2.5.1

FEES
Last Revised 3-16-18

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

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

KDL Policy 2.6

AUDIO-VISUAL MATERIALS USE

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

RESOLUTION 201904

2020 LSTA GRANT –Books by Mail - Summer of 2020.

The following suggested resolution concerns testing a new idea to support students in the summer with low reading scores. While many students participate in summer reading, many with transportation issues do not. This option will offer the summer reading program supported by mailing reading material home to student's home from June-August 2020. The library has the goal to serve between 100-150 students, depending on the amount of the grant award. Library student interns will be hired to work with students, determining their reading interests and including notes of support and encouragement.

For the test phase in 2020, teachers at Kent City Elementary will help KDL identify students. At the end of the program, an evaluation period will help determine the success of the program and give the library data to build the program to allow more students and have an impactful story to share with future funders.

For KDL, it supports the Strategic Plan focus on the 3rd Grade Reading Proficiency. It supports the new direction of summer reading to purposefully reach students not participating in summer reading. It reaches new audiences, taking away transportation issues. It leverages our partnership with KDL's school partners.

Library of Michigan Grant Program – 2019

CIPA INTERNET SAFETY CERTIFICATION FOR APPLICANT

- PUBLIC LIBRARIES
- ACADEMIC LIBRARIES

As the duly authorized representative of the applicant library, I hereby certify that:
(select one)

☐ A. The applicant public library has complied with the requirements of
Section 9134(f)(1) of the Library Services and Technology Act.

☐ B. The requirements of Section 9134(f)(1) of the Library Services and Technology Act do not
apply to the applicant library because no funds made available under the LSTA program will be used
to purchase computers used to access the Internet or to pay for direct costs associated with
accessing the Internet for a public library or public elementary school or secondary school library
that does not receive discounted E-Rate services under the Communications Act of 1934, as
amended.

_____
Signature of Authorized Representative

_____
Printed Name of Authorized Representative

_____
Title of Authorized Representative

_____
Date

_____
Name of Applicant Library/Program

Library of Michigan Grant Program – 2019

BOARD RESOLUTION STATEMENT OF ASSURANCES

This Statement of Assurances is entered into _____ [*Date*], by the _____

[*Applicant Name*], on behalf of the Library of Michigan (LM). The _____ [*Applicant*

Name] agrees to comply with the statutes, rules, regulations, and executive orders provided below to be

eligible for receipt of federal assistance pursuant to the Library Services and Technology Act (LSTA), 20

U.S.C. § 9121 *et seq*., contract/grants program administered by LM.

> **** NOTE:*** *Some of the statutes listed below may not be applicable to your project or program. If you have questions, please contact the awarding agency. If additional assurances are required by the federal awarding agencies notification shall be provided.*

The duly authorized representative _____ [*Representative Name*], of the applicant

named above, certifies that the _____ [*Applicant Name*]:

DEBARMENT AND SUSPENSION

The contractor shall comply with 2 CFR Part 3185. The undersigned, on behalf of the contractor, certifies to the best of his or her knowledge and belief that neither the contractor nor any of its principals:

(a) Are presently excluded or disqualified;

(b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;

(c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or

(d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the contractor is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The contractor, as a party to a first-tier procurement contract, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in contract.

DRUG-FREE WORKPLACE REQUIREMENTS

The contractor must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the

Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

The undersigned, on behalf of the contractor, certifies that the contractor will or will continue to provide a drug-free workplace by taking actions such as, but not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the contractor's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying all known workplaces under its Federal awards.

LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over $100,000, the contractor certifies to the best of his or her knowledge and belief that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant or contractor) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

FEDERAL DEBT STATUS

The contractor certifies to the best of his or her knowledge and belief that the contractor is not delinquent in the repayment of any Federal debt.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the Organizational, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324- 7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Organization of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the

Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Trafficking in Persons

a. *Provisions applicable to a recipient that is a private entity*.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
   i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
   ii. Procure a commercial sex act during the period of time that the award is in effect; or
   iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:
   i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
   ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:
      A. Associated with performance under this award; or
      B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180,"OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

b. *Provision applicable to a recipient other than a private entity*. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this

award term; or

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:
    i. Associated with performance under this award; or
    ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

c. *Provisions applicable to any recipient*.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
    i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
    ii. Is in addition to all other remedies for noncompliance that are available to us under this award.

3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. *Definitions*. For purposes of this award term:

1. "Employee" means either:
    i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
    ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":
    i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25.
    ii. Includes:
        A. A nonprofit organization, including any nonprofit Organization of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R part 175.25(b).
        B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

The Applicant agrees that compliance with this Statement of Assurance constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the Applicant, its successors, transferees, and assignees for the period during which such assistance is provided.

The Applicant understands that expenses for the approved project that are not covered by the LSTA award will be the responsibility of the Applicant Agency. The Applicant understands that the State may immediately terminate a contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls.

If one person holds more than one of the positions below, they must sign for each position.

All *four* signatures must be present and be original signatures- signature stamps and copies of signatures will NOT be accepted.

_____   _____   _____
Sarah "Penny" Weller, KDL Board Chair   Signature   Date

_____   _____   _____
Lance Werner, KDL Executive Director   Signature   Date

_____   _____   _____
Aaron Thomas, Grant Administrator   Signature   Date

_____   _____   _____
Laura Powers, KDL Director of Finance   Signature   Date

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC Use Only)

Special License Application

> **A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

Part 1 - Applicant Organization Information

Applicant organization name: Kent District Library

Applicant address: 814 West River Center Dr. NE

City: Comstock Park | Zip Code: 49321

Contact name: Laura Powers | Phone: 616-784-2007 | Email: lpowers@kdl.org

Alternate contact name: Lance Werner | Phone: 616-784-2007 | Email: lwerner@kdl.org

Leave Blank - MLCC Use Only

1. Has the applicant organization previously received a Special License? ◉ Yes ○ No

   If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)

2. Has the applicant organization been established for one (1) year or longer? ◉ Yes ○ No

   Date the applicant organization was established (month/day/year): 6/2/1994

3. Is the applicant organization a municipality? ○ Yes ◉ No

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 1415 Maynard Ave SW

City, township, or village where event will be held: Walker | County: Kent | ▼

1. **Will you submit your completed application at least ten (10) business days before your event?** *It is strongly recommended that you submit the application as soon as you know the date of your event(s).*	◉ Yes ○ No
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location?	◉ Yes ○ No
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5)	◉ Yes ○ No
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5)	○ Yes ◉ No
5. Is the event location outdoors or partially outdoors?	◉ Yes ○ No

If Yes, list the exact dimensions of the outdoor area:
Submit a clear diagram of the outdoor service area with your application form.

107	feet X	172	feet =	18,404	square feet
Width		Length			

Describe type and height of the barrier that will be used to enclose the outdoor area:

Steel fencing at 3.5 feet high.

6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons:

Staff will be at the entrance to the serving area to monitor for wrist bands and visibly intoxicated persons. Also, a security firm will have a presence in the area, patrolling it for all 5 hours of the event. TIPS certified persons will be in the area for the whole event as well and will train those serving alcohol.

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ○ Yes ◉ No

If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ○ Yes ◉ No

If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ○ Yes ◉ No

If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

> **A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

10. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date.** If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

1

| Aug 11, 2019 Date | Describe event being held: Super Party Wonder Day is a festival celebrating Kent District Library with music, a grilling contest, food trucks and family-friendly entertainment and activities. |

2 pm (Start Time)   7 pm (End Time)

Special License will be used for: ☒ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction

Is this date a Sunday? ◉ Yes ○ No   If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ◉ No

2

Date _____

Describe event being held:

Start Time _____ End Time _____

Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction

Is this date a Sunday? ○ Yes ○ No   If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ○ No

3

Date _____

Describe event being held:

Start Time _____ End Time _____

Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction

Is this date a Sunday? ○ Yes ○ No   If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ○ No

4

Date _____

Describe event being held:

Start Time _____ End Time _____

Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction

Is this date a Sunday? ○ Yes ○ No   If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ○ No

5

Date _____

Describe event being held:

Start Time _____ End Time _____

Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction

Is this date a Sunday? ○ Yes ○ No   If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ○ No

6

Date _____

Describe event being held:

Start Time _____ End Time _____

Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction

Is this date a Sunday? ○ Yes ○ No   If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ○ No

12. Special license date information Continued from Page 2.

		Describe event being held:
7	**Date** _____	
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time ____ End Time ____	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

		Describe event being held:
8	**Date** _____	
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time ____ End Time ____	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

		Describe event being held:
9	**Date** _____	
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time ____ End Time ____	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

		Describe event being held:
10	**Date** _____	
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time ____ End Time ____	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

		Describe event being held:
11	**Date** _____	
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time ____ End Time ____	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

		Describe event being held:
12	**Date** _____	
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time ____ End Time ____	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - <u>Complete the Special License fee calculation on Page 4</u>

For Organizations established less than one year or are municipalities - a $50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional $7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional $160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a $25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional $3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional $160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: *(per Special License requested)*	25	If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.
x Number of Special Licenses:	1	
= Special License Fees: *MLCC Fee Code: 4008*	25	
+ Sunday Sales Permit (P.M.) Fees: *MLCC Fee Code: 4032*	3 75	
+ Sunday Sales Permit (A.M.) Fee: *MLCC Fee Code: 4033*	0	Make checks payable to: **State of Michigan**
= TOTAL FEES DUE:	28 75	

Leave Blank - MLCC Use Only

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized . Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

> **A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

Print Name and <u>Phone Number</u> of President | Signature of President | Date

---

Print Name of Notary | Signature of Notary | Date

Notary Public, State of Michigan, County of [▾] | Acting in the County of [▾]

My commission expires

Print Name and <u>Phone Number</u> of Secretary | Signature of Secretary | Date

---

Print Name of Notary | Signature of Notary | Date

Notary Public, State of Michigan, County of [▾] | Acting in the County of [▾]

My commission expires

Part 5 - Local Law Enforcement Approval*
The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency:	WALKER Police Dept.
Name & title of reviewing officer:	Gregory T. Long : Chief of Police
Phone number of officer: 616 791-6800	Email of officer: glong@walker.city

If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit?	○ Yes ○ No
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit?	● Yes ○ No

I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	*[signature]*	4-30-19
	Signature of Reviewing Officer	Date

Part 6 - Church/School Consent (If Applicable)*
If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
	Signature of Clergy Member or Superintendent Date

Please note: the Commission has the sole and only right to approve or deny this request for a Special License.

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)
If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
	Signature of Authorized Signer for Licensee Date

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by _____ on _____ at _____
                                                             (Date)   (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
                                                     (Name of Organization)

for a Special License to serve alcohol on _____
                                                          (Event Date or Dates)

to be located at _____
                          (Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
                                                    (Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on _____ .
                                                                              (Date)

_____   _____   _____
Print Name & Title of Authorized Officer   Signature of Authorized Officer   Date

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC Use Only)

Bond of Special License for Sale of
Beer, Wine, and/or Spirits for Consumption on the Premises
[Required under MCL 436.1801(1)(b) - Not Required if Applicant Organization is a Church or School]

Applicant organization name:

Address of event location:

City, township, or village where event will be held: | County: ▼

Know all men by these presents, that the above applicant, as principal,

and _____

of address _____ , City of _____ , State of _____

have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand ($1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year): _____

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): _____

if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): _____

Signature of Special License applicant: _____

Officer name & title (print or type): _____

Attorney-in-fact signature: _____

Attorney-in-fact name (print or type): _____

Name of Surety Company: _____

Address & Phone of Surety Company: _____

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

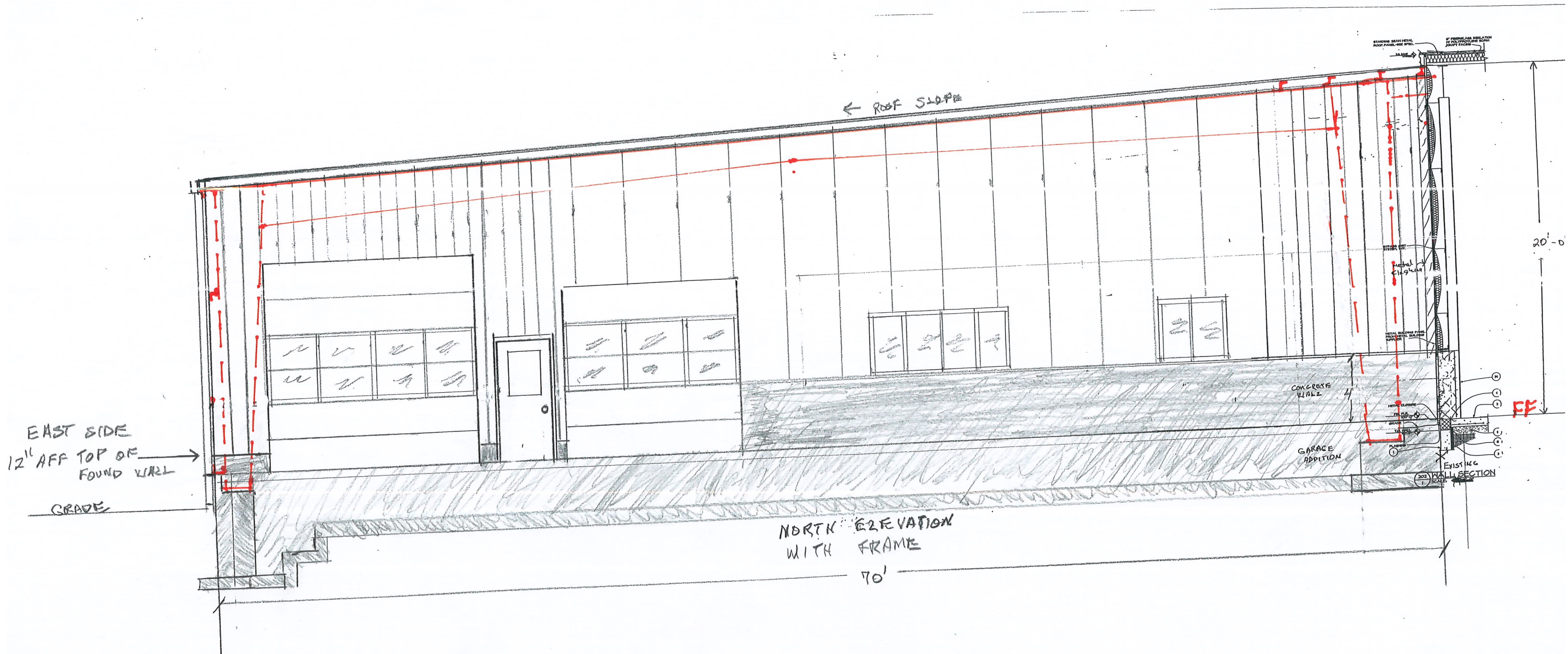| Applicant organization:		Wine auction date:	
Donor Name	Donor Address	Wine Brand(s) Donated	Quantity Donated

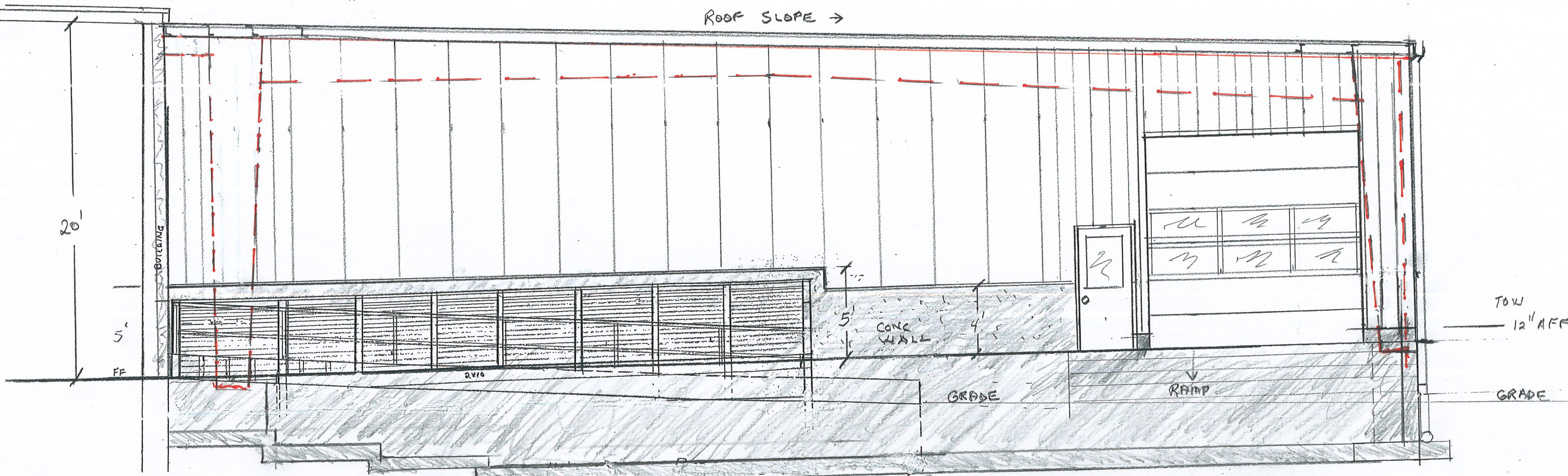**Signature of Authorized Officer**

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

_____   _____   _____
Print Name of Authorized Officer   Signature of Authorized Officer   Date

KDL® BOOKMOBILE SHELTER PRELIMINARY DRAWINGS

ROOF SLOPE

20'-0"

EAST SIDE
12" AFF TOP OF
FOUND WALL

GRADE

CONCRETE
WALL

GARAGE
ADDITION

FF

NORTH ELEVATION
WITH FRAME

70'

ROOF SLOPE →

20'

FOOTING

5'

FF

CONC WALL

5'

4'

RAMP

GRADE

TOW 12" AFF

GRADE

RAMP

SOUTH ELEVATION
WITH FRAME

S53°59'30"E

561.85'

50.0'

109.9'

25.0'

25'

25'

NEW 90'X 70'
GARAGE

2 STORY BLOCK & METAL
BUILDING NO. 814

8.5' typ.

8.5' typ.

8.5' typ.

8.5' typ.

9'-0" typ.

9'-0" typ.

10'-0" typ.

8'-0" typ.

8.5' typ.

25'

25'

25'

25'

CONC.

CONC.

CONC.

PRIVATE
DRAINAGE
EASEMENT