



KDL®

**BOARD OF TRUSTEES
MEETING PACKET**

07

JULY 2019

DRAFT



BOARD OF TRUSTEES MEETING AGENDA

LOCATION

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

DATE

Thursday, July 18, 2019 at 4:30 p.m.

- I. Call To Order
- II. Pledge Of Allegiance
- III. Liaison Representative Comments
- IV. Public Comments**
- * V. Consent Agenda
 - A. Approval of Agenda
 - B. Approval of Minutes – June 13, 2019
 - C. Request for Late Closing of the Comstock Park Branch on Friday, August 16, 2019 to accommodate the Comstock Park Community Celebration.
 - D. Request for Late Opening of the East Grand Rapids Branch on Saturday, September 7, 2019 to accommodate the Rhoades McKee Reeds Lake Triathlon.
 - E. Request for Closing of the Kentwood Branch on Saturday, September 14, 2019 to accommodate the Kentwood Food Truck Rally.
 - F. Request for Closing of the Caledonia Branch on September 28, 2019 to accommodate and participate in the annual Caledonia Chamber of Commerce Harvest Festival.
 - G. Request for Closing of the Alto Branch on September 28, 2019 to accommodate a full carpet cleaning.
- * VI. 2018 Audit Report – Maner Costerisan
- * VII. Finance Reports – June 2019
- VIII. Lakeland Library Cooperative Report
- IX. Director's Report – June 2019
- X. New Business
 - * A. Resolution: Truth in Taxation – To Establish Proposed Additional Millage *Roll-Call Vote*
 - B. KDL Icon Project Overview
- XI. Liaison Representative Comments
- XII. Public Comments**
- XIII. Board Member Comments
- XIV. Meeting Dates - ***Next Regular Meeting: Thursday, August 15, 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."*

DRAFT



**Information.
Ideas.
Excitement!**

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

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

DATE

Thursday, June 13, 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, Tricia Hetrick, Missy Lancaster, Brian Mortimore, Kip Odell, Laura Powers, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: Bill Brinkman, Rylei Weller, John Idema

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:31 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 – May 16, 2019

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

Support: Supported by Ms. Idema.

RESULT: Motion carried.

VI. FINANCE REPORTS – May 2019

- The Director of Finance gave a brief overview of the May cash report and the revenues and expenditures. Cash appears to be up \$1.2 million from the prior year. KDL is 41.67% through the fiscal year, and 91.3% of revenues have been received. 37.9% of budgeted expenditures have been spent.
- Ms. Powers highlighted 2019's first state aid payment, which was written to KDL in the amount of \$157,330.
- The largest check for the month of May was approximately \$220k to cloudLibrary for eContent.

Motion: Ms. Oliver moved to receive and file May 2019 finance reports as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

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VII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema reported on the following motion item from the LLC meeting held earlier in the day:

- Fund balance transfer to replace engine in one of the LLC trucks and to rent trucks in the meantime.

VIII. DIRECTOR'S REPORT – March 2019

- Director Werner recently spoke for the Missouri Public Libraries Director Summit. He was quoted by the State Librarian and received a lot of great social media feedback. Director Werner notified the Board about the speaking engagements and podcasts he has coming up this summer and fall.
- Director Werner and Caledonia Branch Manager Liz Guarino have been working on getting medical, dental, and legal services in the branches. They recently met with Metro Health and the meeting went well.
- HR Director Brian Mortimore is working on a new project helping new Americans enter the workforce, with a library-centric curriculum. In addition to helping members of KDL's communities and making a profound impact, the partnership hopes to also diversify KDL's workforce, make KDL a stronger institution, and gives an entrance to micro-communities that KDL may not regularly serve.
- Director Werner introduced Tricia Hetrick, the new Manager in Training for the Lowell Branch. She is the second of three KDL staff members who will be in this role and she has been very well-received by her colleagues.
- Director Werner next reintroduced Carrie Wilson. Ms. Wilson, formerly the Manager of Patron Services, is now a member of the KDL Leadership Team serving as the Director of Library Services. She will absorb many of Michelle Boisvenue-Fox's duties upon her departure.
- A new icon project is in the works for KDL. Marketing & Communications Director Randy Goble has been working on the project with input from two Board members, Mr. Myers and Ms. Weller.
- Director of Branch Operations Lindsey Dorfman gave an update on the KDL Service Center refresh. Via Design has proposed a new floorplan. Next week the floorplan will be presented to the Leadership Team and then to the Board at the July meeting if all goes as intended.

The Board asked questions of staff and staff responded.

IX. NEW BUSINESS

A. KDL Policy Manual – Section 4: Patron Behavior

First Reading

Ms. Cooper pointed out changes to Section 4: Patron Behavior that were shown in the packet in red text with corresponding footnotes. Minor changes were made for the sake of consistency of terminology throughout the packet, and clarification was needed for the Children in the Library Policy (4.1.21). Based on some staff discussion, the policy now clearly spells out that children under 8 need a parent in the library during a program, and children under 5 need a parent or guardian with them at the program, and not just on the premises.

Motion: Ms. Bruursema moved to approve the revisions to Section 4: Patron Behavior of the KDL Policy Manual as revised.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

B. Resolution: Ladies Night Liquor License – Plainfield

Roll-Call Vote

Motion: Mr. Erlewein moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on September 25, 2019 for the Ladies Night Wine Tasting program series at the Plainfield branch.

Supported by Ms. Oliver.

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Ms. Bruursema – Yes Mr. Erlewein – Yes Ms. Gilreath-Watts – Yes Ms. Idema – Yes
Mr. Myers - Yes Mr. Noreen – Yes Ms. Oliver– Yes Ms. Weller – Yes
RESULT: Motion Carried 8-0.

C. Resolution: Ladies Night Liquor License – Krause Memorial *Roll-Call Vote*

Motion: Mr. Noreen moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on October 3, 2019 for the Ladies Night Wine Tasting program series at the Krause Memorial branch.

Supported by Ms. Gilreath-Watts.

Ms. Bruursema – Yes Mr. Erlewein – Yes Ms. Gilreath-Watts – Yes Ms. Idema – Yes
Mr. Myers - Yes Mr. Noreen – Yes Ms. Oliver– Yes Ms. Weller – Yes

RESULT: Motion Carried 8-0.

B. Resolution: Ladies Night Liquor License – Grandville *Roll-Call Vote*

Motion: Ms. Oliver moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on October 11, 2019 for the Ladies Night Wine Tasting program series at the Grandville branch.

Supported by Ms. Idema.

Ms. Bruursema – Yes Mr. Erlewein – Yes Ms. Gilreath-Watts – Yes Ms. Idema – Yes
Mr. Myers - Yes Mr. Noreen – Yes Ms. Oliver– Yes Ms. Weller – Yes

RESULT: Motion Carried 8-0.

B. Resolution: Ladies Night Liquor License – East Grand Rapids *Roll-Call Vote*

Motion: Mr. Myers moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on October 22, 2019 for the Ladies Night Wine Tasting program series at the East Grand Rapids branch.

Supported by Ms. Oliver.

Ms. Bruursema – Yes Mr. Erlewein – Yes Ms. Gilreath-Watts – Yes Ms. Idema – Yes
Mr. Myers - Yes Mr. Noreen – Yes Ms. Oliver– Yes Ms. Weller – Yes

RESULT: Motion Carried 8-0.

F. Resolution: First Steps Kent Grant Application *Roll-Call Vote*

Mr. Goble presented the grant application and explained that KDL will propose to focus on Pre-K services and expansion of Bookmobile services in underserved areas. The grant application deadline is July 2, 2019.

Motion: Ms. Idema moved to approve the application for the First Steps Kent grant.

Supported by Ms. Bruursema.

Ms. Bruursema – Yes Mr. Erlewein – Yes Ms. Gilreath-Watts – Yes Ms. Idema – Yes
Mr. Myers - Yes Mr. Noreen – Yes Ms. Oliver– Yes Ms. Weller – Yes

RESULT: Motion Carried 8-0.

X. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman reported on the recent happenings in Plainfield Charter Township:

- The township's Memorial Day celebration had a great turnout to honor the men and women who gave their lives for their freedom.
- The township is still working on removing the contamination from the Rogue River Campground to turn it into a park.
- Plainfield Township passed their audit this year.

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XI. PUBLIC COMMENTS – None

XII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema is currently serving as a Q-SAC (Quality Services Audit Checklist) Committee member and remains busy with library millages. Chelsea and Dorr Counties just passed their millages, and Ms. Bruursema is scheduled to help with 10 in August of 2020.

Mr. Erlewein: Mr. Erlewein heading off to Washington, D.C. for the ALA Annual Conference and he is excited to attend sessions.

Ms. Idema: Ms. Idema thanked everyone for helping out and accommodating her toddler at the meeting.

Mr. Noreen: Mr. Noreen apologized for not being able to attend in-person.

Ms. Oliver: Ms. Oliver expressed her excitement for the upcoming ALA Annual Conference in D.C. Ms. Oliver also reported that she attends the Ada Farmers Market and that the community is very eager for the new Ada KDL branch.

Ms. Weller: Ms. Weller reminded everyone about the Trustee Retreat on July 17. The agenda is developing, but assessments are scheduled for the morning and there will be a lunch with the KDL Leadership Team. Ms. Weller concluded by congratulating Ms. Wilson on being the newest member of the KDL Leadership Team.

XIII. MEETING DATES

Regular Meeting: Thursday, July 18, 2019 – KDL Service + Meeting Center – 4:30 p.m.

XIV. ADJOURNMENT

Motion: Ms. Oliver moved for adjournment at 5:21 p.m.

Support: Supported by Ms. Idema.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



June 17, 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 extend library hours on Friday, August 16 until 8pm for the Comstock Park Community Celebration. The branch normally closes at 5pm.

The library has remained open extended hours for this annual celebration for the past several years, which takes place in Dwight Lydell Park, next to the library. This event and resource fair is typically attended by over 300 community members each year.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Liz Knapp".

Liz Knapp
KDL Comstock Park and Tyrone Twp. Branch Manager

CC: Lance Werner, KDL Executive Director

Information. Ideas. *Excitement!*



Friday, June 14, 2019

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

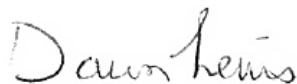
Dear KDL Board of Trustees:

I am requesting a late opening of 11:00 am for the East Grand Rapids branch on Saturday, September 7, 2019 to accommodate the Rhoades McKee Reed's Lake Triathlon.

The triathlon draws many participants and spectators, and begins and ends at the East Grand Rapids Community Center. Many streets in East Grand Rapids are blocked off for an extended time, including the street in front of the library. Given the inability of customers and staff to access the library during the event, I would like to open the library later than normal to provide the necessary time for the streets to reopen.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Lewis".

Dawn Lewis
East Grand Rapids Branch Manager

CC: Lance Werner, KDL Executive Director

Information. Ideas. *Excitement!*



June 17, 2019

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

Dear KDL Board of Trustees:

On behalf of the City of Kentwood, I am requesting permission to close the Kentwood library Saturday, September 14, 2019 to accommodate the Kentwood "Food Truck Rally" being held in the library and adjoining parking lots from 11:00 am to 10:00 pm. The City will be using the entire parking lot for the food trucks and music events all day, and the food trucks will be seeing up beginning at 9:00 am.

Thank you for your consideration!

Sincerely,

A handwritten signature in black ink, appearing to read "Cheryl Cammenga", is positioned below the word "Sincerely,".

Cheryl Cammenga
Kentwood (Richard L. Root) Branch Manager

CC: Lance Werner, KDL Executive Director

Information. Ideas. *Excitement!*





June 20, 2019

KDL Board of Trustees
814 West River Center DR NE
Comstock Park, MI 49321

Dear KDL Board of Trustees:

The Alto / Bowne Township DDA has provided funds for the annual cleaning of the carpet and upholstery at the Alto Branch. They have scheduled the cleaning for the morning of Saturday, September 28th.

We are requesting permission to close that day, leaving the weekend for everything to dry out before opening again on Monday, September 30th at 9:30 AM, per the normal schedule.

Thank you for considering this request.

Sincerely,

Sandy Graham
Alto/Englehardt Branch Manager

A handwritten signature in cursive script, reading "Sandy Graham", is positioned below the typed name and title.

Sandy Graham, Alto and Englehardt Branch Manager

Cc: Lance Werner, KDL Executive Director

Information. Ideas. *Excitement!*





July 1, 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 that the Caledonia Township Branch be closed on Saturday, September 28 for the Caledonia Harvest Festival. The festival will be taking place in the new park in front of the branch, and on part of 92nd street. The Festival Planning committee has asked to close the intersection of 92nd street and Dobber Wenger Memorial Drive for the event.

Library staff plan to host a booth at the event with carnival style games and prizes.

Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "EKG", is positioned below the word "Sincerely,".

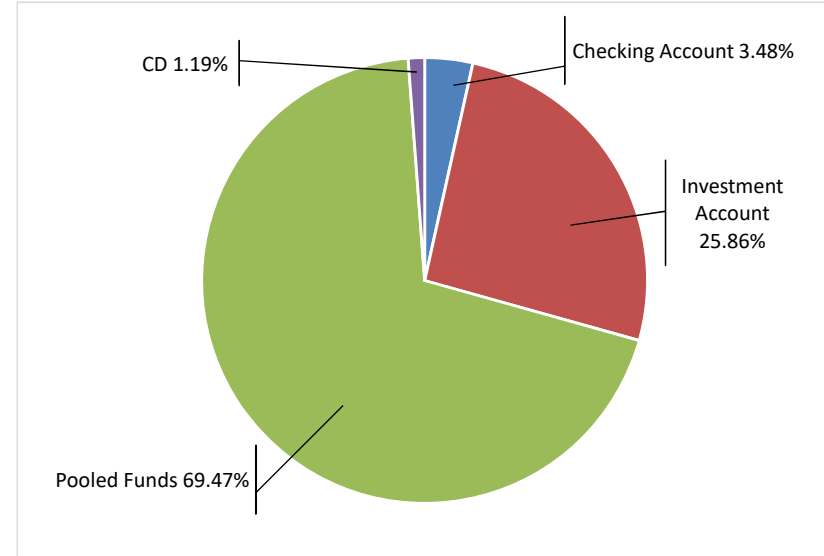
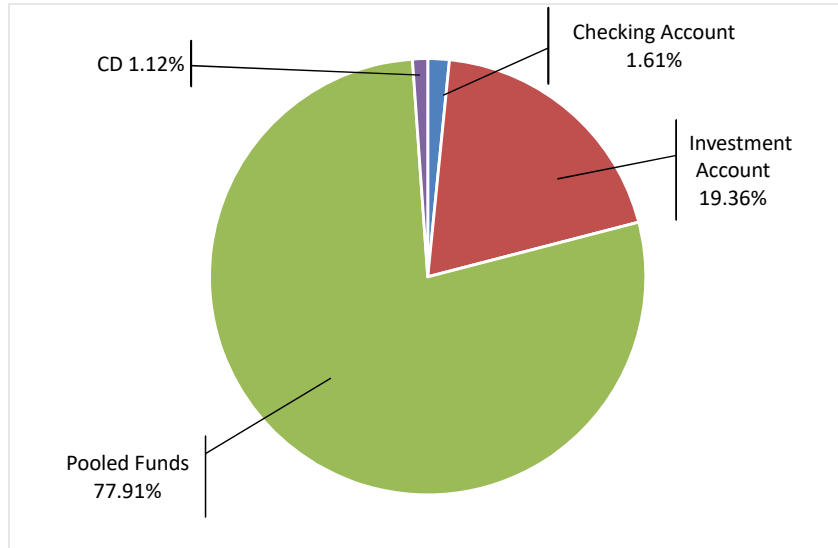
Elizabeth Guarino-Kozlowicz
Caledonia Twp Branch Manager

CC: Lance Werner, KDL Executive Director

Information. Ideas. *Excitement!*



Monthly Cash Position Per Bank Month ended June 30



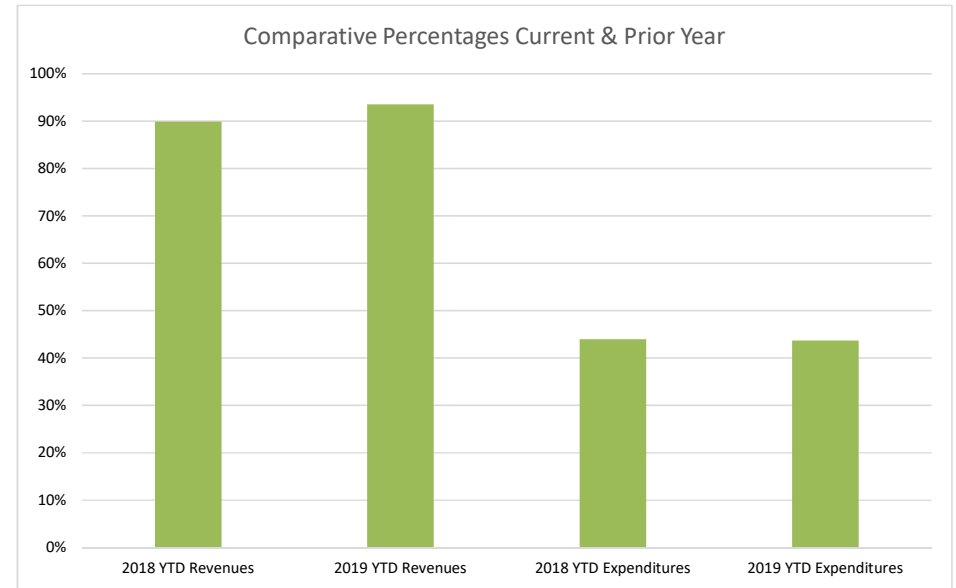
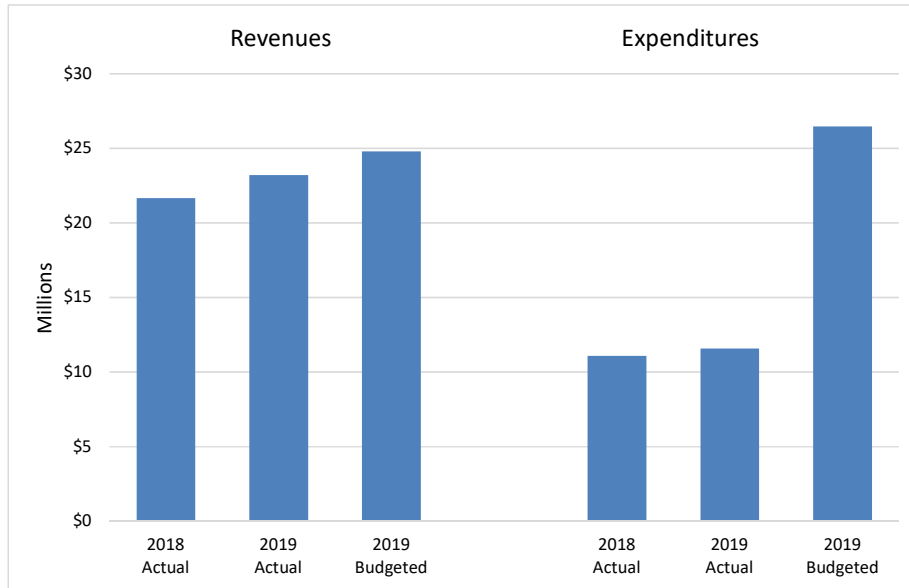
| 2019 | | |
|-------------------------------|--------|------------------------|
| Account | Rate | Amount |
| Huntington Checking Account | 0.400% | \$383,663.99 |
| Huntington Investment Account | 1.510% | \$4,625,590.75 |
| *Kent County Pooled Funds | 2.286% | \$18,610,075.35 |
| First National Bank | 2.030% | \$267,036.65 |
| | | <u>\$23,886,366.74</u> |

| 2018 | | |
|-------------------------------|--------|------------------------|
| Account | Rate | Amount |
| Huntington Checking Account | 0.166% | \$769,047.65 |
| Huntington Investment Account | 0.180% | \$5,716,193.95 |
| *Kent County Pooled Funds | 1.451% | \$15,353,652.91 |
| First National Bank | 1.240% | \$261,844.68 |
| | | <u>\$22,100,739.19</u> |

* Includes Trust Pooled fund balances

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

Monthly Revenues and Expenditures Month ended June 30



Budget to Actual with Prior Year Comparison

Revenues

| | | |
|---------------|----|------------|
| 2018 Actual | \$ | 21,679,860 |
| 2019 Actual | \$ | 23,220,532 |
| 2019 Budgeted | \$ | 24,806,481 |

Expenditures

| | | |
|---------------|----|------------|
| 2018 Actual | \$ | 11,095,632 |
| 2019 Actual | \$ | 11,578,414 |
| 2019 Budgeted | \$ | 26,475,962 |

Comparative Percentages Current & Prior Year

Account

Amount

| | |
|-----------------------|-------|
| 2018 YTD Revenues | 89.9% |
| 2019 YTD Revenues | 93.6% |
| 2018 YTD Expenditures | 44.0% |
| 2019 YTD Expenditures | 43.7% |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 6/30/2019
(In Whole Numbers)

| | YTD Actual | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|---|------------|------------------------|--|----------------------|
| Revenues | | | | |
| Property Taxes | 22,102,503 | 22,093,560 | 8,943 | 0 % |
| Penal Fines | 0 | 797,644 | (797,644) | (100)% |
| Charges for Services | 114,678 | 100,000 | 14,678 | 15 % |
| Interest Income | 140,918 | 76,000 | 64,918 | 85 % |
| Public Donations | 161,859 | 442,000 | (280,141) | (63)% |
| Other Revenue | 523,004 | 663,210 | (140,207) | (21)% |
| State Sources | 177,569 | 634,067 | (456,498) | (73)% |
| Total Revenues | 23,220,532 | 24,806,481 | (1,585,950) | (6)% |
| Expenditures | | | | |
| Salaries and Wages | 5,533,026 | 11,753,570 | 6,220,544 | 53 % |
| Employee Benefits | 1,746,417 | 3,732,138 | 1,985,721 | 53 % |
| Collections - Digital | 897,415 | 1,539,498 | 642,083 | 42 % |
| Collections - Physical | 1,036,735 | 2,121,387 | 1,084,651 | 51 % |
| Supplies | 257,939 | 779,255 | 521,316 | 67 % |
| Contractual and Professional Services | 675,041 | 1,776,121 | 1,101,079 | 62 % |
| Programming and Outreach | 120,142 | 333,277 | 213,135 | 64 % |
| Maintenance and Utilities | 880,035 | 1,999,046 | 1,119,011 | 56 % |
| Staff Development | 61,933 | 257,883 | 195,950 | 76 % |
| Board Development | 2,729 | 14,833 | 12,104 | 82 % |
| Other Expenditures | 340,320 | 781,730 | 441,411 | 56 % |
| Capital Outlay | 26,682 | 1,387,224 | 1,360,542 | 98 % |
| Total Expenditures | 11,578,414 | 26,475,962 | 14,897,548 | 56 % |
| Excess Revenue Over (Under) Expenditures | 11,642,118 | (1,669,481) | 13,311,599 | (797)% |

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 1/1/2019 Through 6/30/2019
(In Whole Numbers)

| | YTD Actual |
|---|------------|
| Revenues | |
| Charges for Services | 20,000 |
| Total Revenues | 20,000 |
| Expenditures | |
| Salaries and Wages | 3,692 |
| Employee Benefits | 924 |
| Contractual and Professional Services | 13,500 |
| Maintenance and Utilities | 600 |
| Other Expenditures | 2,491 |
| Total Expenditures | 21,207 |
| Excess Revenue Over (Under) Expenditures | (1,207) |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 6/30/2019
(In Whole Numbers)

| | YTD Ending June 30, 2018 | YTD Ending June 30, 2019 | Total Variance |
|--|-----------------------------|-----------------------------|----------------|
| Revenues | | | |
| Property Taxes | 21,165,943 | 22,102,503 | 936,560 |
| Charges for Services | 154,461 | 114,678 | (39,782) |
| Interest Income | 95,450 | 140,918 | 45,467 |
| Public Donations | 25,117 | 161,859 | 136,742 |
| Other Revenue | 72,815 | 523,004 | 450,189 |
| State Sources | 166,075 | 177,569 | 11,495 |
| Total Revenues | 21,679,860 | 23,220,532 | 1,540,671 |
| Expenditures | | | |
| Salaries and Wages | 5,168,005 | 5,533,026 | 365,021 |
| Employee Benefits | 1,539,056 | 1,746,417 | 207,361 |
| Collections - Digital | 864,579 | 897,415 | 32,837 |
| Collections - Physical | 948,079 | 1,036,735 | 88,656 |
| Supplies | 372,223 | 257,939 | (114,284) |
| Contractual and Professional Services | 543,464 | 675,041 | 131,578 |
| Programming and Outreach | 105,061 | 120,142 | 15,080 |
| Maintenance and Utilities | 921,027 | 880,035 | (40,993) |
| Staff Development | 119,600 | 61,933 | (57,667) |
| Board Development | 0 | 2,729 | 2,729 |
| Other Expenditures | 262,507 | 340,320 | 77,813 |
| Capital Outlay | 252,031 | 26,682 | (225,349) |
| Total Expenditures | 11,095,632 | 11,578,414 | 482,782 |
| Excess Revenue Over (Under) Expenditures | 10,584,229 | 11,642,118 | 1,057,889 |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2019 Through 6/30/2019
(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 | 476,779 | 21,946,795 | 21,899,031 | 47,763 | 0 % |
| 4412 Delinquent personal property taxes | (13,420) | 2,614 | 33,349 | (30,735) | (92)% |
| 4432 DNR - PILT | 1,901 | 6,682 | 11,000 | (4,318) | (39)% |
| 4437 Industrial facilities taxes | 0 | 146,413 | 150,180 | (3,767) | (3)% |
| Total Property Taxes | 465,261 | 22,102,503 | 22,093,560 | 8,943 | 0 % |
| 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 | 6,546 | 48,487 | 50,000 | (1,513) | (3)% |
| 4658 Overdue fines | 668 | 41,141 | 25,000 | 16,141 | 65 % |
| 4660 Other Patron Fees | 320 | 2,641 | 0 | 2,641 | 0 % |
| 4685 Materials replacement charges | 2,681 | 22,410 | 25,000 | (2,590) | (10)% |
| Total Charges for Services | 10,215 | 114,678 | 100,000 | 14,678 | 15 % |
| Interest Income | | | | | |
| 4665 Interest earned on deposits and investments | 43,933 | 139,555 | 75,000 | 64,555 | 86 % |
| 4666 Interest Earned - Property Taxes | 117 | 1,363 | 1,000 | 363 | 36 % |
| Total Interest Income | 44,050 | 140,918 | 76,000 | 64,918 | 85 % |
| Public Donations | | | | | |
| 4673 Restricted donations | 19,145 | 157,343 | 162,000 | (4,657) | (3)% |
| 4674 Unrestricted donations | 1,042 | 4,516 | 280,000 | (275,484) | (98)% |
| Total Public Donations | 20,187 | 161,859 | 442,000 | (280,141) | (63)% |
| Other Revenue | | | | | |
| 4502 Universal Service Fund - eRate | 40,995 | 417,696 | 580,653 | (162,957) | (28)% |
| 4583 Contributions from public schools | 0 | 44,815 | 63,057 | (18,242) | (29)% |
| 4643 Ticket Sales | 0 | 2,170 | 0 | 2,170 | 0 % |
| 4644 Book sales | 0 | 100 | 0 | 100 | 0 % |
| 4667 Building rental | 315 | 8,951 | 15,000 | (6,050) | (40)% |
| 4668 Royalties | 1,260 | 2,337 | 3,000 | (663) | (22)% |
| 4676 Reimbursement of expenditures | 0 | 41,210 | 0 | 41,210 | 0 % |
| 4677 Program contributions | 250 | 500 | 0 | 500 | 0 % |
| 4686 Sale of Equipment | 0 | 170 | 0 | 170 | 0 % |
| 4688 Miscellaneous | 172 | 5,056 | 1,500 | 3,556 | 237 % |
| Total Other Revenue | 42,992 | 523,004 | 663,210 | (140,207) | (21)% |
| State Sources | | | | | |
| 4540 State Aid | 0 | 157,033 | 314,067 | (157,034) | (50)% |
| 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 | 177,569 | 634,067 | (456,498) | (73)% |
| Total Revenues | 582,705 | 23,220,532 | 24,806,481 | (1,585,950) | (6)% |
| Expenditures | | | | | |
| Salaries and Wages | | | | | |
| 5700 Board Stipend | 0 | 1,200 | 3,720 | 2,520 | 68 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2019 Through 6/30/2019
(In Whole Numbers)

| | | Current Month | 2019 YTD | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|------|---|----------------|------------------|---------------------------|--|----------------------|
| 5701 | Administrator wages | 74,543 | 473,140 | 931,002 | 457,862 | 49 % |
| 5702 | Managers wages | 160,026 | 1,010,419 | 2,327,601 | 1,317,182 | 57 % |
| 5703 | Support Staff wages | 327,924 | 2,059,327 | 4,573,333 | 2,514,006 | 55 % |
| 5704 | Operations | 271,057 | 1,672,446 | 3,439,863 | 1,767,417 | 51 % |
| 5705 | Interns | 12,060 | 16,887 | 64,732 | 47,845 | 74 % |
| 5706 | Extra duty stipends | 0 | 1,100 | 20,000 | 18,900 | 95 % |
| 5707 | Temporary Help | 0 | 0 | 3,000 | 3,000 | 100 % |
| 5708 | Subs | 51,367 | 301,628 | 390,320 | 88,692 | 23 % |
| 5710 | Contra Salaries and Wages - Consulting Admin | (520) | (3,120) | 0 | 3,120 | 0 % |
| | Total Salaries and Wages | 896,457 | 5,533,026 | 11,753,570 | 6,220,544 | 53 % |
| | Employee Benefits | | | | | |
| 5709 | FICA | 66,383 | 411,176 | 894,696 | 483,520 | 54 % |
| 5717 | Defined Contribution Pension Plan Contributions | 32,539 | 199,882 | 602,022 | 402,140 | 67 % |
| 5718 | Employee Health Benefits | 111,470 | 617,527 | 1,426,951 | 809,424 | 57 % |
| 5719 | Part-time Employee Health Benefits | 15,440 | 93,760 | 200,000 | 106,240 | 53 % |
| 5720 | HSA/Flex | 4,682 | 358,300 | 377,740 | 19,440 | 5 % |
| 5723 | Retiree Health Care OPEB | 150 | 1,270 | 2,084 | 814 | 39 % |
| 5724 | Life Insurance | 2,378 | 13,971 | 26,269 | 12,298 | 47 % |
| 5725 | Additional Life Insurance | 2,025 | 8,053 | 22,940 | 14,887 | 65 % |
| 5726 | Housing Allowance | 0 | 4,000 | 12,000 | 8,000 | 67 % |
| 5727 | Gradifi Student Loan Assistance | 5,233 | 28,228 | 120,822 | 92,594 | 77 % |
| 5728 | YMCA Membership Support | 110 | 710 | 3,120 | 2,410 | 77 % |
| 5730 | Other Employee Benefits | (71) | 10,319 | 34,494 | 24,175 | 70 % |
| 5735 | Contra Employee Benefits - Consulting Admin | (130) | (780) | 0 | 780 | 0 % |
| 5842 | Unemployment Claims | 0 | 0 | 9,000 | 9,000 | 100 % |
| | Total Employee Benefits | 240,209 | 1,746,417 | 3,732,138 | 1,985,721 | 53 % |
| | Collections - Digital | | | | | |
| 5785 | Cloud Library | 0 | 447,031 | 880,000 | 432,969 | 49 % |
| 5786 | Hoopla | 0 | 160,000 | 240,000 | 80,000 | 33 % |
| 5787 | Digital Collection | 0 | 107,850 | 132,158 | 24,309 | 18 % |
| 5788 | Miscellaneous Electronic Access | 946 | 182,534 | 287,340 | 104,805 | 36 % |
| | Total Collections - Digital | 946 | 897,415 | 1,539,498 | 642,083 | 42 % |
| | Collections - Physical | | | | | |
| 5791 | Subscriptions | 232 | 57,060 | 72,922 | 15,862 | 22 % |
| 5815 | KDL Cruisers | 0 | 10,000 | 27,000 | 17,000 | 63 % |
| 5871 | Branch Local Materials - Restricted Donation Expenditures | 466 | 11,355 | 12,000 | 645 | 5 % |
| 5982 | Collection Materials - Depreciable | 94,645 | 598,442 | 1,231,070 | 632,628 | 51 % |
| 5983 | CD/DVD Collection Materials - Non-Depreciable | 30,258 | 247,633 | 599,500 | 351,867 | 59 % |
| 5984 | Beyond Books Collection - Non-Depreciable | 8,972 | 112,246 | 178,895 | 66,649 | 37 % |
| | Total Collections - Physical | 134,573 | 1,036,735 | 2,121,387 | 1,084,651 | 51 % |
| | Supplies | | | | | |
| 5750 | Processing Supplies | 7,215 | 51,504 | 173,855 | 122,351 | 70 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2019 Through 6/30/2019
(In Whole Numbers)

| | | Current Month | 2019 YTD | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|------|--|---------------|----------|---------------------|--|-------------------|
| 5751 | Office Supplies | 1,755 | 13,894 | 49,741 | 35,848 | 72 % |
| 5752 | Paper | 654 | 9,833 | 27,383 | 17,550 | 64 % |
| 5753 | AV Supplies | 771 | 7,876 | 17,390 | 9,514 | 55 % |
| 5754 | Disposable Technology <\$1000 | 14,696 | 22,950 | 217,689 | 194,738 | 89 % |
| 5755 | Maintenance Supplies - Custodial | 352 | 1,822 | 6,702 | 4,880 | 73 % |
| 5756 | Water Cooler | 112 | 2,108 | 9,530 | 7,422 | 78 % |
| 5757 | Meeting Center Supplies | 284 | 1,434 | 4,000 | 2,566 | 64 % |
| 5760 | Technology Accessories | 464 | 7,120 | 25,706 | 18,586 | 72 % |
| 5764 | All-staff Supplies | (1,964) | 10,490 | 5,000 | (5,490) | (110)% |
| 5765 | Wellness Supplies | 0 | 1,071 | 4,500 | 3,429 | 76 % |
| 5766 | Team KDL Supplies | 0 | 0 | 1,000 | 1,000 | 100 % |
| 5767 | New EE Shirts/Tote Bags | 0 | 119 | 2,500 | 2,381 | 95 % |
| 5768 | Promotions Supplies | 680 | 8,036 | 36,670 | 28,634 | 78 % |
| 5769 | Service Awards | 0 | 1,241 | 6,400 | 5,159 | 81 % |
| 5770 | Other Awards/Prizes | 22,930 | 94,607 | 106,450 | 11,843 | 11 % |
| 5771 | Beverages | 115 | 1,290 | 8,750 | 7,460 | 85 % |
| 5790 | Books (not for circulation) | 0 | 0 | 350 | 350 | 100 % |
| 5799 | Miscellaneous Supplies | 1,230 | 6,399 | 20,502 | 14,103 | 69 % |
| 5851 | Mail/Postage | 319 | 2,577 | 9,206 | 6,629 | 72 % |
| 5900 | Copier/Printer Overage Charges | 1,653 | 13,569 | 45,932 | 32,363 | 70 % |
| | Total Supplies | 51,264 | 257,939 | 779,255 | 521,316 | 67 % |
| | Contractual and Professional Services | | | | | |
| 5792 | Software | 15,159 | 267,484 | 540,205 | 272,721 | 50 % |
| 5801 | Professional Services | 1,575 | 20,233 | 168,700 | 148,468 | 88 % |
| 5803 | IT Consultant - Consulting Svcs. | 12,985 | 38,814 | 185,000 | 146,186 | 79 % |
| 5804 | Other Consultants | 100 | 4,093 | 34,890 | 30,798 | 88 % |
| 5805 | Audit Services | 0 | 0 | 26,200 | 26,200 | 100 % |
| 5806 | Legal Services | 2,831 | 11,924 | 21,500 | 9,576 | 45 % |
| 5808 | ILS Consultant | 0 | 28,667 | 97,000 | 68,333 | 70 % |
| 5809 | Temporary Contracted Employees | 0 | 13,616 | 0 | (13,616) | 0 % |
| 5811 | IT Contracted Services | 5,573 | 30,250 | 67,980 | 37,730 | 56 % |
| 5812 | HR Contracted Services | 0 | 665 | 2,000 | 1,335 | 67 % |
| 5813 | Delivery Services | 9,728 | 61,697 | 138,560 | 76,863 | 55 % |
| 5814 | Security Services | 2,632 | 19,652 | 53,085 | 33,433 | 63 % |
| 5817 | Lakeland Library Co-op services | 0 | 1,865 | 5,000 | 3,136 | 63 % |
| 5818 | Shredding services | 0 | 0 | 425 | 425 | 100 % |
| 5819 | Drug Screenings/background checks | 480 | 1,026 | 3,500 | 2,474 | 71 % |
| 5820 | Other Professional Services | 0 | 0 | 10,000 | 10,000 | 100 % |
| 5823 | Inspection Services | 0 | 740 | 2,675 | 1,935 | 72 % |
| 5827 | Catering | 1,764 | 4,358 | 21,225 | 16,867 | 79 % |
| 5829 | Custodial/cleaning services | 430 | 2,580 | 18,300 | 15,720 | 86 % |
| 5830 | Other Contracted Services | 112 | 6,135 | 44,333 | 38,197 | 86 % |
| 5833 | All-staff Services | 14 | 11,705 | 25,000 | 13,295 | 53 % |
| 5834 | Wellness Services | 0 | 2,870 | 1,925 | (945) | (49)% |
| 5835 | Team KDL Services | 0 | 0 | 12,500 | 12,500 | 100 % |
| 5836 | Employee & Partner Care (Flowers, Etc) | 20 | 406 | 4,150 | 3,744 | 90 % |
| 5890 | ILS Fees | 0 | 94,538 | 195,618 | 101,080 | 52 % |
| 5891 | Licenses and Fees | 0 | 4,182 | 225 | (3,957) | (1,759)% |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2019 Through 6/30/2019
(In Whole Numbers)

| | | Current Month | 2019 YTD | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|------|---|---------------|----------|---------------------------|--|----------------------|
| 5893 | Marc Records License | 300 | 2,536 | 7,500 | 4,964 | 66 % |
| 5956 | Other Benefits Administration Fees | (301) | 2,699 | 5,000 | 2,301 | 46 % |
| 5957 | Pension Administration Fees | 0 | 1,643 | 4,000 | 2,357 | 59 % |
| 5958 | Payroll processing fees | 4,577 | 35,082 | 64,650 | 29,568 | 46 % |
| 5960 | Banking Fees | (23) | 866 | 4,625 | 3,759 | 81 % |
| 5961 | TSYS/Credit Card Fees | 631 | 4,717 | 10,350 | 5,633 | 54 % |
| | Total Contractual and Professional Services | 58,587 | 675,041 | 1,776,121 | 1,101,079 | 62 % |
| | Programming and Outreach | | | | | |
| 5794 | Outreach Supplies | 361 | 5,723 | 25,957 | 20,234 | 78 % |
| 5795 | Programming Supplies | 10,792 | 37,464 | 66,870 | 29,406 | 44 % |
| 5796 | Youth Programming Supplies | 9 | 41 | 8,900 | 8,859 | 100 % |
| 5797 | Teen Programming Supplies | 500 | 984 | 10,050 | 9,066 | 90 % |
| 5798 | Adult Programming Supplies | 304 | 336 | 7,170 | 6,834 | 95 % |
| 5865 | Programming Services | 4,220 | 10,784 | 42,460 | 31,676 | 75 % |
| 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 | 24,005 | 64,309 | 139,125 | 74,816 | 54 % |
| 5950 | Airport Free Library | 0 | 0 | 8,945 | 8,945 | 100 % |
| | Total Programming and Outreach | 40,191 | 120,142 | 333,277 | 213,135 | 64 % |
| | Maintenance and Utilities | | | | | |
| 5822 | Maintenance Contracts | 0 | 700 | 5,575 | 4,875 | 87 % |
| 5848 | Mobile Hotspots | 1,363 | 6,877 | 12,100 | 5,223 | 43 % |
| 5849 | Cell Phones/ Stipends | 2,288 | 12,478 | 30,041 | 17,562 | 58 % |
| 5850 | Telephones | 35 | 18,798 | 75,000 | 56,202 | 75 % |
| 5852 | Internet/Telecomm Services | 59,911 | 318,333 | 624,000 | 305,667 | 49 % |
| 5918 | Water/Sewer | 0 | 801 | 3,800 | 2,999 | 79 % |
| 5919 | Waste Disposal | 368 | 2,940 | 7,500 | 4,560 | 61 % |
| 5920 | Electric | 4,309 | 22,007 | 68,000 | 45,993 | 68 % |
| 5921 | Natural Gas | 0 | 4,888 | 15,000 | 10,112 | 67 % |
| 5925 | Snowplowing | 0 | 10,531 | 15,000 | 4,469 | 30 % |
| 5926 | Lawn/Landscaping | 499 | 1,497 | 2,273 | 776 | 34 % |
| 5928 | Branch Maintenance Fees | 0 | 192,378 | 387,282 | 194,904 | 50 % |
| 5929 | Land Repair and Maintenance | 331 | 331 | 5,200 | 4,869 | 94 % |
| 5930 | Building Repair and Maintenance | 640 | 2,625 | 38,600 | 35,975 | 93 % |
| 5931 | Equipment Repair and Maintenance | 201 | 13,128 | 18,180 | 5,052 | 28 % |
| 5932 | Vehicle Repairs and Maintenance | 0 | 1,126 | 17,800 | 16,674 | 94 % |
| 5933 | Software & IT Hardware Maintenance Agreements | 72 | 150,069 | 440,662 | 290,593 | 66 % |
| 5934 | Other Repair and Maintenance | 0 | 0 | 250 | 250 | 100 % |
| 5940 | Rentals | 0 | 100,922 | 166,127 | 65,205 | 39 % |
| 5941 | Printer/Copier Leases | 3,067 | 20,205 | 66,656 | 46,451 | 70 % |
| 5943 | Contra Maintenance & Utilities - Consulting Admin | (100) | (600) | 0 | 600 | 0 % |
| | Total Maintenance and Utilities | 72,984 | 880,035 | 1,999,046 | 1,119,011 | 56 % |
| | Staff Development | | | | | |
| 5910 | Professional Development | 2,098 | 11,309 | 95,742 | 84,433 | 88 % |
| 5911 | Conferences | 4,235 | 19,725 | 32,950 | 13,225 | 40 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2019 Through 6/30/2019
(In Whole Numbers)

| | Current Month | 2019 YTD | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|---|---------------|------------|---------------------|--|-------------------|
| 5913 Travel/Lodging | 3,228 | 30,900 | 129,191 | 98,292 | 76 % |
| Total Staff Development | 9,561 | 61,933 | 257,883 | 195,950 | 76 % |
| Board Development | | | | | |
| 5908 Board Development | 210 | 900 | 3,595 | 2,695 | 75 % |
| 5909 Board Travel/Lodging | 1,829 | 1,829 | 11,238 | 9,409 | 84 % |
| Total Board Development | 2,039 | 2,729 | 14,833 | 12,104 | 82 % |
| Other Expenditures | | | | | |
| 5759 Gas, Oil, Grease | 227 | 724 | 19,500 | 18,776 | 96 % |
| 5860 Parking | 165 | 395 | 9,940 | 9,545 | 96 % |
| 5861 Mileage Reimbursement | 3,135 | 17,097 | 53,202 | 36,104 | 68 % |
| 5870 Branch Local Misc - Restricted Donation Expenditures | 3,732 | 57,017 | 150,000 | 92,983 | 62 % |
| 5873 Website | 3,413 | 51,136 | 109,318 | 58,181 | 53 % |
| 5874 Employment Advertising | 0 | 0 | 1,000 | 1,000 | 100 % |
| 5875 System Advertising | 608 | 22,943 | 82,540 | 59,597 | 72 % |
| 5879 Branch Advertising | 0 | 110 | 0 | (110) | 0 % |
| 5884 Photography | 0 | 4,555 | 15,500 | 10,945 | 71 % |
| 5901 Outsourced Printing & Publishing | 6,601 | 16,685 | 37,084 | 20,399 | 55 % |
| 5906 Promotions/Marketing | 357 | 5,306 | 34,915 | 29,609 | 85 % |
| 5912 Meetings | 1,392 | 8,266 | 18,865 | 10,599 | 56 % |
| 5915 Memberships | 223 | 32,424 | 58,416 | 25,992 | 44 % |
| 5916 Dues and Fees | 0 | 2,155 | 6,466 | 4,312 | 67 % |
| 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 | 0 | 9,683 | 11,760 | 2,077 | 18 % |
| 5939 Workers Compensation Insurance | (7,811) | 39,158 | 42,000 | 2,842 | 7 % |
| 5955 Miscellaneous | 69 | 1,054 | 7,500 | 6,446 | 86 % |
| 5959 Sales Taxes | 1 | 1 | 500 | 499 | 100 % |
| 5964 Property Tax Reimbursement | 0 | 9,523 | 35,975 | 26,452 | 74 % |
| 5965 MEL Return Items | 293 | 652 | 3,000 | 2,348 | 78 % |
| Total Other Expenditures | 12,405 | 340,320 | 781,730 | 441,411 | 56 % |
| 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 | 19,550 | 19,550 | 809,000 | 789,450 | 98 % |
| 5977 Technology - Non-Depreciable (\$1000-4999) | 2,156 | 2,156 | 192,537 | 190,381 | 99 % |
| 5978 Technology - Depreciable (5,000+) | 0 | 0 | 228,250 | 228,250 | 100 % |
| 5979 Equipment/Furniture - Non-Depreciable (\$0-4999) | 775 | 4,826 | 58,680 | 53,854 | 92 % |
| 5980 Equipment/Furniture - Depreciable (\$5000+) | 0 | 132 | 57,957 | 57,825 | 100 % |
| Total Capital Outlay | 22,481 | 26,682 | 1,387,224 | 1,360,542 | 98 % |
| Total Expenditures | 1,541,697 | 11,578,414 | 26,475,962 | 14,897,548 | 56 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2019 Through 6/30/2019
(In Whole Numbers)

| | Current Month | 2019 YTD | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|--|------------------|-------------------|---------------------------|--|----------------------|
| Excess Revenue Over (Under) Expenditures | <u>(958,992)</u> | <u>11,642,118</u> | <u>(1,669,481)</u> | <u>13,311,599</u> | <u>(797)%</u> |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 6/1/2019 Through 6/30/2019

| Check Number | Vendor Name | Check Amount | Check Date |
|--------------|---|--------------|------------|
| 19360001949 | Priority Health | 141,074.11 | 6/3/2019 |
| 76958 | Baker & Taylor | 54,845.11 | 6/18/2019 |
| 76897 | Ingram Library Services Llc | 20,904.44 | 6/6/2019 |
| 76859 | Baker & Taylor | 19,697.00 | 6/6/2019 |
| 77018 | TerHorst & Rinzema Construction Co. | 19,550.00 | 6/18/2019 |
| 76922 | Midwest Tape | 17,718.22 | 6/6/2019 |
| 76962 | CareATC, INC | 15,440.00 | 6/18/2019 |
| 76870 | City Of Kentwood Treasurer | 15,361.88 | 6/6/2019 |
| 76867 | CareATC, INC | 15,200.00 | 6/6/2019 |
| 77019 | Ebiz Technology LLC / Traction Consulting Group | 12,985.00 | 6/18/2019 |
| 76984 | Ingram Library Services Llc | 10,362.89 | 6/18/2019 |
| 76885 | Highland Group of Grand Rapids, LLC | 9,875.00 | 6/6/2019 |
| 76929 | Plainfield Charter Township | 9,424.13 | 6/6/2019 |
| 76999 | Olson HR Solutions / Peggy Olson | 7,000.00 | 6/18/2019 |
| 9829245679 | Verizon Wireless - MiFy Routers & Cell phones | 6,775.19 | 6/5/2019 |
| 76869 | City Of Grandville | 6,750.00 | 6/6/2019 |
| 76873 | Comerica Bank | 6,211.46 | 6/6/2019 |
| 76997 | Midwest Tape | 5,801.82 | 6/18/2019 |
| 76866 | Caledonia Township | 5,799.00 | 6/6/2019 |
| 76931 | RNL Graphics Solutions, LLC | 5,520.00 | 6/6/2019 |
| 76932 | Same Day Delivery, Inc | 5,120.00 | 6/6/2019 |
| 76941 | TelNet Worldwide, Inc. | 4,970.96 | 6/6/2019 |
| 76964 | CDW Government, Inc. | 4,865.00 | 6/18/2019 |
| 76863 | Byron Township | 4,728.75 | 6/6/2019 |
| 77008 | Same Day Delivery, Inc | 4,608.00 | 6/18/2019 |
| 77003 | Presidio Networked Solutions Group, Llc | 4,135.00 | 6/18/2019 |
| 76909 | Library Design Associates Inc. | 3,957.00 | 6/6/2019 |
| 77005 | RNL Graphics Solutions, LLC | 3,716.00 | 6/18/2019 |
| 76985 | Interpersonal Frequency | 3,412.50 | 6/18/2019 |
| 207056709569 | Consumers Energy | 3,278.81 | 6/10/2019 |
| 76978 | Greatamerica Financial Svcs. | 3,067.43 | 6/18/2019 |
| 77002 | PLIC - SBD Grand Island | 3,039.07 | 6/18/2019 |
| 76880 | Foster, Swift, Collins & Smith, P.C. | 3,002.00 | 6/6/2019 |
| 76905 | Kent County Treasurer | 2,985.87 | 6/6/2019 |
| 77014 | Staples Business Advantage | 2,969.89 | 6/18/2019 |
| 76871 | City Of Lowell | 2,902.88 | 6/6/2019 |
| 9829245678 | Verizon Wireless - MiFy Routers & Cell phones | 2,634.51 | 6/5/2019 |
| 77010 | Solarwinds | 2,514.00 | 6/18/2019 |
| 76911 | Lyrasis | 2,500.00 | 6/6/2019 |
| 76951 | ACP Entertainment, Inc. | 2,380.00 | 6/18/2019 |
| 76877 | Employee Assistance Center (EAC) | 2,163.00 | 6/6/2019 |
| 76847 | Accountemps | 2,083.45 | 6/6/2019 |
| 76848 | ACP Entertainment, Inc. | 2,065.00 | 6/6/2019 |
| 76862 | Bowne Township | 2,052.00 | 6/6/2019 |
| 76959 | Banner Life Insurance Company | 2,024.99 | 6/18/2019 |
| 76949 | Via Design | 1,960.00 | 6/6/2019 |
| 427706 | 123.Net, Inc | 1,724.00 | 6/7/2019 |
| 76998 | Noordyk Business Equipment | 1,704.00 | 6/18/2019 |
| 76928 | Penguin Random House, Llc. | 1,608.50 | 6/6/2019 |
| 76944 | Thomas Klise/Crimson Multimedia | 1,580.00 | 6/6/2019 |
| 76986 | IP Consulting, Inc. | 1,575.00 | 6/18/2019 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 6/1/2019 Through 6/30/2019

| Check Number | Vendor Name | Check Amount | Check Date |
|---------------|--|--------------|------------|
| 77001 | Performance Assessment Network | 1,500.00 | 6/18/2019 |
| 76849 | All Season Lawn Care | 1,497.24 | 6/6/2019 |
| 76972 | Engaged Patrons / Glenn Eric Peterson | 1,495.00 | 6/18/2019 |
| 76926 | MorningStar Health | 1,428.03 | 6/6/2019 |
| 3156728401 | At&T | 1,418.27 | 6/14/2019 |
| 76940 | Staples Business Advantage | 1,378.90 | 6/6/2019 |
| 76881 | Cengage Learning | 1,138.86 | 6/6/2019 |
| 205900314632 | Consumers Energy | 1,030.28 | 6/13/2019 |
| 76942 | CHZ Enterprises, LLC / The Cheese Lady | 1,027.88 | 6/6/2019 |
| 76992 | Magnusmode Ltd | 1,000.00 | 6/18/2019 |
| 76974 | Findaway World, Llc | 998.22 | 6/18/2019 |
| 76946 | Troost Service Company | 984.52 | 6/6/2019 |
| 76876 | DK Security | 879.24 | 6/6/2019 |
| 76968 | DK Security | 802.18 | 6/18/2019 |
| 76960 | Bayscan Technologies | 775.00 | 6/18/2019 |
| 76874 | Comprenew | 755.75 | 6/6/2019 |
| 76861 | Blackstone Audio Inc | 754.82 | 6/6/2019 |
| 76925 | Morgan Hanks | 750.00 | 6/6/2019 |
| 76939 | Spencer Township | 750.00 | 6/6/2019 |
| 76987 | John P. Kaiser | 675.00 | 6/18/2019 |
| 76991 | Lewis Paper | 630.25 | 6/18/2019 |
| 76935 | The Seattle Public Library Foundation | 610.69 | 6/6/2019 |
| 76943 | Thomas Fay | 603.00 | 6/6/2019 |
| 76947 | Unique | 528.06 | 6/6/2019 |
| 77022 | Voices of Freedom | 500.00 | 6/18/2019 |
| 76899 | Jimbere Fund Inc | 500.00 | 6/6/2019 |
| 76969 | Donald Crankshaw | 500.00 | 6/18/2019 |
| 76883 | Greater Grand Rapids Bicycle Coalition | 500.00 | 6/6/2019 |
| 76846 | Absopure Water Company | 486.35 | 6/6/2019 |
| 76971 | Employment Screening Resources | 450.00 | 6/18/2019 |
| 76882 | Grand Rapids Building Services | 430.00 | 6/6/2019 |
| 77021 | Troost Service Company | 420.00 | 6/18/2019 |
| 76927 | Pam Spring Advertising, Llc | 380.00 | 6/6/2019 |
| 1824337 | Arrowaste | 367.74 | 6/11/2019 |
| 76908 | Lewis Paper | 362.47 | 6/6/2019 |
| 76878 | Federal Armored Truck, Inc | 359.06 | 6/6/2019 |
| 77000 | Penguin Random House, Llc. | 341.25 | 6/18/2019 |
| RIS0002279878 | Delta Dental Of Michigan | 328.92 | 6/10/2019 |
| 76990 | Legal Shield | 291.05 | 6/18/2019 |
| 76938 | SofterWare, Inc. | 290.00 | 6/6/2019 |
| 76872 | Comcast Cable | 216.90 | 6/6/2019 |
| 76900 | John Ball Zoo | 202.20 | 6/6/2019 |
| 77011 | Stacy Schuster | 197.67 | 6/18/2019 |
| 77016 | Tammy Schneider | 156.75 | 6/18/2019 |
| 77004 | RECORDED BOOKS, INC | 155.45 | 6/18/2019 |
| 77015 | Stephanie Weaver | 150.00 | 6/18/2019 |
| 76988 | Karen Small | 145.81 | 6/18/2019 |
| 76973 | Ferris State University | 143.05 | 6/18/2019 |
| 76970 | Elm Usa | 133.95 | 6/18/2019 |
| 76980 | Hoogerhyde Safe & Lock, Inc | 120.50 | 6/18/2019 |
| 422863 | Paychex | 112.50 | 6/19/2019 |
| 76965 | Craig Buno | 111.92 | 6/18/2019 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 6/1/2019 Through 6/30/2019

| Check Number | Vendor Name | Check Amount | Check Date |
|--------------|---|--------------|------------|
| 76950 | Absopure Water Company | 111.50 | 6/18/2019 |
| 76884 | Heart Of West Michigan United Way | 100.50 | 6/6/2019 |
| 76860 | BattleGR | 100.00 | 6/6/2019 |
| 76865 | Caledonia Chamber Of Commerce | 100.00 | 6/6/2019 |
| 77017 | TASC | 94.02 | 6/18/2019 |
| 76907 | Lance Werner | 89.11 | 6/6/2019 |
| 9829284527 | Verizon Wireless - MiFy Routers & Cell phones | 83.12 | 6/5/2019 |
| 76879 | Findaway World, Llc | 79.96 | 6/6/2019 |
| 76961 | Blackstone Audio Inc | 70.00 | 6/18/2019 |
| 76937 | Shirley Bruursema | 68.18 | 6/6/2019 |
| 76977 | Gordon Water Systems | 66.90 | 6/18/2019 |
| 76945 | Thomas Noreen | 66.52 | 6/6/2019 |
| 76901 | Joyanne Huston-Swanson | 65.58 | 6/6/2019 |
| 76864 | Caitlin S. Oliver | 65.43 | 6/6/2019 |
| 76913 | Michelle Boisvenue-Fox | 63.54 | 6/6/2019 |
| 76875 | David Specht | 63.00 | 6/6/2019 |
| 76936 | Sheri Gilreath-Watts | 62.70 | 6/6/2019 |
| 76975 | Cengage Learning | 59.18 | 6/18/2019 |
| 76957 | Ashley Smolinski | 50.00 | 6/18/2019 |
| 76924 | Monica Walen | 47.64 | 6/6/2019 |
| 76934 | Sarah Ann Weller | 47.44 | 6/6/2019 |
| 76903 | Kalamazoo Sanitary Supply / KSS Enterprises | 47.07 | 6/6/2019 |
| 76910 | Lindsey Dorfman | 46.16 | 6/6/2019 |
| 76953 | Alma College | 46.00 | 6/18/2019 |
| 76993 | Marianne Gerard | 44.99 | 6/18/2019 |
| 77006 | Saginaw Valley State University | 44.80 | 6/18/2019 |
| 76850 | Allie Marie Idema | 44.17 | 6/6/2019 |
| 76868 | Charles R. Myers | 41.99 | 6/6/2019 |
| 76906 | Kris Vogelar | 41.17 | 6/6/2019 |
| 76852 | Andrew Erlewein | 40.90 | 6/6/2019 |
| 76851 | Alyson Cryderman | 40.25 | 6/6/2019 |
| 76955 | Anjie Gleisner | 39.80 | 6/18/2019 |
| 76979 | Holly Goulet | 36.96 | 6/18/2019 |
| 76967 | Delia Venema | 36.22 | 6/18/2019 |
| 616R10403105 | At&T | 35.42 | 6/3/2019 |
| 76853 | Andrew Vanderput | 29.99 | 6/6/2019 |
| 77007 | Samantha Hodge | 28.34 | 6/18/2019 |
| 76854 | At&T Long Distance | 26.59 | 6/6/2019 |
| 76902 | Kaitlin Tang | 23.76 | 6/6/2019 |
| 76966 | Cynthia Kamp | 22.99 | 6/18/2019 |
| 76933 | Sara Seymour | 22.36 | 6/6/2019 |
| 76976 | Gina Ang | 21.94 | 6/18/2019 |
| 76930 | PM Engraving Company | 21.90 | 6/6/2019 |
| 76912 | Megan Versluis | 18.51 | 6/6/2019 |
| 77020 | Tracy Will | 17.99 | 6/18/2019 |
| 76898 | Jackie Boss | 17.57 | 6/6/2019 |
| 76948 | Vanessa Walstra | 17.30 | 6/6/2019 |
| 76994 | Maryalene Laponsie | 17.03 | 6/18/2019 |
| 76954 | Amanda Holbert | 16.99 | 6/18/2019 |
| 76956 | Ariana Jeske | 16.99 | 6/18/2019 |
| 76989 | Lake Michigan Credit Union | 15.00 | 6/18/2019 |
| 76963 | Carol Roelofs | 13.99 | 6/18/2019 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 6/1/2019 Through 6/30/2019

| <u>Check Number</u> | <u>Vendor Name</u> | <u>Check Amount</u> | <u>Check Date</u> |
|---------------------|--------------------|--------------------------|-------------------|
| 76923 | Mike D Luyckx | 13.04 | 6/6/2019 |
| 76952 | Akehi Kelia | 11.24 | 6/18/2019 |
| 76904 | Kathy Hagan | 8.95 | 6/6/2019 |
| 77009 | Scott Small | <u>4.74</u> | 6/18/2019 |
| Report Total | | <u><u>531,915.02</u></u> | |

BRANCH UPDATES

KDL has many upcoming building expansions and new building construction in the next few years. This month, the managers were asked to give updates about each individual branch, including the history of the branches, patrons' favorite features, and the branch manager's one wish for the building.

• CASCADE

Square footage: 21,913

Year library was built: 1996

Last remodeled: In 2006, the building was remodeled and the Wisner Center was added to give the township and the library more meeting and programming space. These are well-used spaces that help Cascade offer programs with attendance anywhere from 5 people all the way to 200 people at times.

General condition: In 2018, staff determined that the building was showing the wear and tear of 12 years of heavy usage. Cascade Township has brought in a crew of workers to fix obvious problems, and KDL is currently working with Progressive AE on a design study that will evaluate library spaces to help update the furnishings, the lighting, and improve the flow of traffic.

Features patrons like the best about the building: The study rooms! There are 5 study rooms that are in nearly constant use. Patrons also appreciate the KDLville area, the KDL Lab area, and the quiet reading area.

One wish for the building: The hope is that working with Progressive will help develop better flow and more conversational areas. Also, more study spaces would be good, if possible.



• ENGLEHARDT

Square footage: 8,771

Year library was built: The Lowell Branch was previously housed in the Lowell Historical Museum and consisted of three very small rooms. In 1996, the new Englehardt Branch was built and named after Harold and Mildred Englehardt, who made a very generous donation to the building process.

Last remodeled: In 2011, the library was remodeled, the biggest job being the replacement of the carpeting. Currently the back room is being rearranged.

General condition: Good, but the HVAC system has always been a problem.

Features patrons like the best about the library: The view of the Flat River from the inside the library and, more recently, the newly-built deck outside has gain a lot of attraction.

One wish for the library: More workspace for staff.

- **KELLOGGSVILLE**

Square footage: 6,500 square feet

Year library was built: 2017

Last remodeled: N/A - new build in 2017; branch opened on Jan. 8, 2018

General condition: Excellent

Features patrons like the best about the library: The unique opportunity to have a public library within a school system, allowing the community access to more resources and increasing literacy within the community.

One wish for the library: A future wish would be to gather better feedback from patrons on usage and to collect student data related to literacy.



- **KRAUSE MEMORIAL**

Square footage: 9,500

Year library was built: 1937

Last remodeled: 1989

General condition: In need of expansion.

Features patrons like the best about the building: Patrons *love* the location of the building. It is downtown and is very walkable. Patrons also love the traditional charm, especially in the original part of the building.

One wish for the building: The building needs to be expanded so that it can best serve the people of the Rockford, Algoma, Cannon, and Courtland communities!

- **NELSON / SAND LAKE**

Square footage: 8,736

Year library was built: 2007. In 2016, the community celebrated paying off the loan for the building with an old-fashioned mortgage burning party and community celebration.

Last remodeled: Paint refresh to exterior building in 2017, and some repairs to the roof in 2019.

General condition: Excellent, although there is some cosmetic work that needs to be done to the inside including painting and getting new blinds for the windows.

Features patrons like the best about the building: Visual appeal to the building: it looks like a barn, and it fits well with the rural community. Patrons also like how large the building is, the fireplace with a stone chimney, and of course, the wealth of resources and services that are available to patrons in a rural library.

One wish for the building: To be open on Thursdays.



• PLAINFIELD

Square footage: 26,420

Year library was built: The Plainfield library was originally established in 1968 in the basement of the Main Oakview Elementary School after being a regular stop for the Kent County Library Bookmobile in the 1960s. The library moved to its current location in 1978.

Last remodeled: 1995, when the original building was expanded from 6,250 square feet to 26,420 square feet.

General condition: Good, it is welcoming and comfortable.

Features patrons like the best about the building: The KDLville play space is a favorite with children and families. It is currently decked out in a camping motif for Summer Reading. Children are able to play and explore, and it is an area where creativity is encouraged and where laughter is abundant.

Teen patrons are big fans of the redesigned teen room, which now holds six computers, two tables, several chairs, and floor cushions. This is a space where teens are able to enjoy collaborative computer games, play board games, hang out and be themselves. Another very popular and special place in the library is the living room area in the adult wing. This is a location where patrons come to sit amongst the plants, spend some quiet time, and on Tuesdays from 1pm to 3pm, the Sit & Stitch group meets for their weekly crafting session. A popular new space at the Plainfield library is the new Music Lounge. The Music Lounge is home to a professional turntable and public vinyl listening station, as well as a variety of seating for easy listening and music browsing.



One wish for the building: The building is well-loved and used, and there are several items on the wish list. The most recent wish is to fix an exterior wall. In late spring, there was an accidental collision with the building. Luckily no one was injured, but the wall did suffer quite a bit of damage. Staff's wish will hopefully be granted as Plainfield Township's Buildings & Grounds Department is on top of the case and working diligently to make sure the wall is repaired.

• TYRONE TOWNSHIP

Square footage: The total building size is 4,239 square feet, with 2,923 square feet occupied by the library. The Kent City Historical Society uses the remainder of the space.

Year library was built: The Tyrone Twp. Library was first located in the backroom of Perham's Drug store, opened in 1935, and housed just 300 books. Since then, the library moved to several locations throughout town before landing at the current location. The original part of the building was built in the 1940s to serve as the township fire department before transitioning into a library in 1985.

Last remodeled: Since moving into the current building, the library has been expanded twice. An 1,100 square foot addition was built in 1995. In 2001, the township offices moved out and the area they previously occupied was added to the library, bringing it to the current size of 2,923 square feet. More recently, the township replaced the roof five years ago. This year, the township painted and remodeled the bathrooms.

General condition: The staff at Tyrone Twp. work hard to maintain the building; however, it is an older building and is too small to meet the many and varied needs of the growing community today.

Features patrons like the best about the building: Families with young children love the children's play area. Since there is no program room, the space doubles as the storytime space and gets quite crowded! Patrons of all ages love sitting on the patio area and attending programs (like Critter Barn, pictured below) in the outdoor space!

One wish for the building: Tyrone Twp. has recognized the community's need for a larger library and is currently fundraising to build one! The new library will have a programming room, quiet study rooms, and expanded youth and teen areas.



• WALKER

Square Footage: 7,600

Year library was built: 1997

Last remodeled: Not a full remodel, but new carpet was installed throughout the building in January 2018.

General condition: The overall condition of the building is pretty great as the City of Walker does an amazing job maintaining the building and keeping it clean. However, it is in need of a new roof which the city has budgeted repairs for.

Features patrons like the best about the building: Patrons really like the location of the Library – it is part of the City of Walker Complex – and that it is in a less busy part of town. The location also allows the library to easily partner with the City of Walker for the large community events like Pumpkin Bash and Walker Winterfest. The kid's area is also a huge hit with the Play-Grow-Read area and the KDL Lab Experience table.



One wish for the building: More Space! A larger program room and kids area would be amazing. More study rooms for both independent study, tutoring and large group meetings. Plus a large outdoor play area or reading garden. And an automatic book drop.



- **WYOMING**

Square footage: 48,500

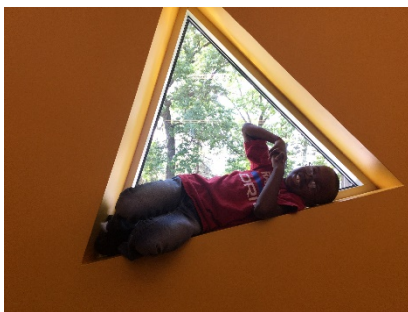
Year library was built: 1977

Last remodeled: 2002

General condition: GORGEOUS!

Features patrons like the best about the building: Many nooks around the building, fireplaces, water wall, community rooms, study rooms, Toddler Tower, etc.

One wish for the building: Walking path with cement benches, which was in the original plans.



FEATURED DEPARTMENT: MARKETING + COMMUNICATIONS

The MarCom team at KDL crafts and executes marketing strategies for audiences ranging in size from one to 400,000. Their work is focused on achieving results. The charts that follow provide examples, and there is also a bit of background on each team member. MarCom was recognized as the Dream Team at the 2019 KDL All Staff Day.



Randy Goble, Director of Engagement

- Joined KDL: 2017
- Recent professional accomplishments: Organizing the *Next Nexus: Equity/Diversity/Inclusion Summit*, resulting in a full house and great event.
- Personal accomplishments: Backpacking to Stehekin, WA with his wife, kids, and rattlesnakes.

Vivi Hoang, Webmaster

- Joined KDL: 2015
- Recent professional accomplishments: Implementing contest software for use with Write Michigan, the Teen Poetry Contest, and future Kent County Teen Film Festivals. The system uses responsive design and is more user-friendly than the previous system. For Write Michigan last year, Vivi worked closely with nearly 150 reviewers to get more than 1,300 short stories read (twice).
- Personal accomplishments: Prompting KDL to do its first job interview via Skype. Also, digitizing all her family's home videos; her parents' home was flooded with 4 feet of water during Hurricane Harvey and the VHS tapes were destroyed.

David Specht, Digital Marketing Strategist

- Joined KDL: 2016
- Recent professional accomplishments: Crafting the winning nomination for Lindsey Dorfman's Library Journal Mover & Shaker Award and working with Brad Baker and Kevin Kammeraad to produce the [Summer Reading promo video](#).
- Personal accomplishments: Taking up kickboxing and improving on his overall physical health (and through this, his mental health, too).

Katie Zuidema, Communications Specialist

- Joined KDL: 2002 (took a break from 2006-2010 to raise kids)
- Recent professional accomplishments: Katie is very proud of the success of the Write Michigan Short Story Contest. The MarCom team worked really hard to promote the contest throughout the entire state, with a goal of 1,000 entries. It ended up with over 1,300 entries! Katie is also proud that KDL has become a go-to contact for the media. Staff have developed good personal relationships with many of the local media contacts. They can rely on KDL to provide them with accurate, professional, timely and exciting content.
- Personal accomplishments: Though it's always a work in progress, Katie is proud of the work life/personal life balance she has created in her life. She tries not to miss the important things at work or the important things at home, and appreciates so much the flexibility that her job offers.

Brad Baker, Creative Cat Herder

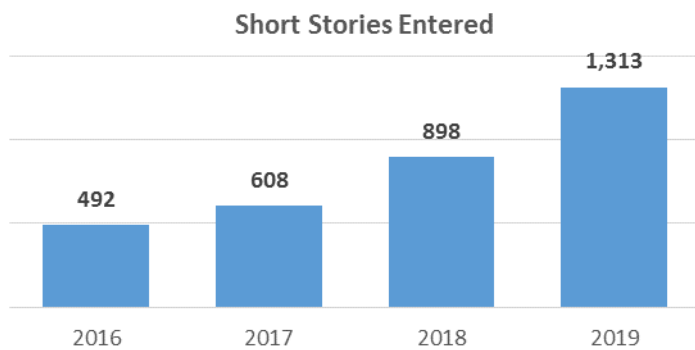
- Joined KDL: 2018
- Recent professional accomplishments: Tackling his first Summer Reading with successful and well-received results provided a great feeling of accomplishment. Each season presents its own unique set of challenges; getting through them all is very rewarding and fulfilling.
- Personal accomplishment: Brad has made several changes to his lifestyle that have contributed to what he would consider living his best life! From watching what he consumes to playing softball and volleyball

as well as biking, Brad is succeeding at managing his work/life balance, though there is always room for improvement!

Dan Palasek, Printing and Bindery Technician

- Joined KDL: 2002
- Recent professional accomplishments: Meeting and beating deadlines for Summer Reading.
- Personal accomplishments: Golfing again, after recovering from serious health issues. It's a struggle, but worth it!

Major MarCom Projects and Results from the Past Year **Write Michigan Short Story Competition**



- Second year with a Spanish-language category!

Google AdWords Grant

- Applied for a Google Ad Grant and secured \$120,000 of annual advertising from Google Ads, an online advertising solution from Google.

Mission: Read

- County-wide initiative launched in January 2018.
- 2,360 registered so far.
- See MissionRead.org for more information.

Summer Reading

- 18% increase in completers.
- 49,000 log sheets printed.
- 19,050 branch calendars printed.
- [Summer Reading video, used at school rallies](#)

Media/Public Relations

Much of the advertising that was traditionally purchased for KDL has been replaced with a concerted effort to earn news coverage. The value of credible news coverage is far greater than that of paid advertising. By developing excellent relationships with reporters and publishers, KDL has become a go-to source for excellent news content.

In the past year, KDL published more than 25 press releases: <https://www.kdl.org/blog/tag/news-releases>

Going fine-free was one of the most popular releases, earning coverage in consumer print, business print, TV and online. Some examples of recently earned media coverage include:

- WZZM – [Kent District Library to eliminate late fees starting June 1](#)
- Grand Rapids Business Journal – [Library system offering free diplomas and certifications](#)
- WZZM – [Kent District Library first in country to introduce system for cognitively impaired](#)
- FOX 17 – [Kids can earn prizes for summer reading at Kent County libraries](#)

Social Media

- The main KDL Facebook Page following has grown by 14% (12,933 to 14,751).
- Staff has posted 522 times to the main KDL Facebook Page, with more than 2.6 million views over 85,000 engagements (comments, likes, shares, click-throughs).
- Staff has posted to Instagram 101 times with over 98,000 views and over 6,400 engagements.
- Worked with KDL branches to do “Instagram Story Branch Takeovers,” which helped branches expose tens of thousands of Instagram users to their programs, materials, staff and more each month, and continues to this day.
- Tweeted 241 times with 199,000 views.
- Monthly KDL eNewsletters reached 187,000 readers with more than 36,000 click-throughs to kdl.org – this is a 24% increase over the previous year.

Website

- 161 new blog posts published.
- Top 3 posts in the past year:
 - [KDL Going Fine-Free](#) (3,971 views)
 - [Check out Michigan with a Michigan Activity Pass](#) (2,538 views)
 - [Post-polar vortex special hours](#) (1,412 views)
- [Mushroom Hunting in Michigan](#) has consistently been in the Top 25 (#15 overall).

Print Shop

- 1,251 projects with 868,000+ pages printed.

Graphic Design

- 450+ unique projects completed, ranging from single printed items to integrated campaigns.
- LibraryAware: The beauty of this system, which was implemented by MarCom in 2018, is that it enables branch staff to easily create their own printed materials that are consistent with KDL design standards. There are more than 150 users of LibraryAware at KDL.

BUILDING UPDATES

• AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER

It was an exciting June for the Amy Van Andel Library and Community Center. Leaders from Ada Township and from Kent District Library lifted shiny new shovels and broke ground for the project on June 18. Ada Township is due to close on the property before the real construction begins. Erhardt Construction issued Bid Package #1, and bids are due July 3. Lindsey Dorfman and Penni Zurgable spent some of their time at the American Library Association’s annual convention researching trends in library shelving and furnishings for recommendations to Progressive A&E. Ada Township provided KDL with comments to the lease term sheet.

• KRAUSE MEMORIAL

The Krause Exploratory Committee met on June 11 to review the external renderings developed by Phil Davis of Fishbeck, Thompson, Carr, & Huber. Mr. Davis recapped the charrettes for the Committee and shared the

thought process that lead to the renderings as presented. The Committee discussed next steps and agreed to invite Keith Hopkins to attend the next meeting to discuss a capital campaign feasibility study, and consider contracting with Mr. Hopkins to complete the study. The next Exploratory Committee meeting will be on Tuesday, July 2 at 4:00pm at the KDL Service Center.

•SERVICE & MEETING CENTER

New Building Addition

- Surveys were completed and the finished floor of the new building is above the 100 year flood plain, which will allow a drop in the floor for creation of ramps into the building.
- It was determined that a certificate from the DEQ will need to be obtained – King & Macgregor Environmental will be helping obtain that certificate. They worked with KDL to get the same approvals for the parking lot and the shelter. DEQ approval will delay the start of construction once again.
- The soil borings report came in and TerHorst is researching options for pilings since the original foundation plan is not feasible. There will likely be extra costs to these alternative solutions but the amount is unknown at this time.
- On June 25, Randy TerHorst and Missy Lancaster went to the Plainfield Township Planning Commission and the Board approved the site plans.

Service Center Refresh

- Via Design and the Building Committee met with the Leadership Team and went over updated plans. Leadership asked for a few changes and approval was given to move forward.
- Via Design will update the plans and in mid-July there will be a meeting with TerHorst, Troost Services, electricians, and furniture suppliers to start getting costs together. Based on these costs the building committee will determine if cuts to the renovation will need to be made and it will be reviewed by the Leadership Team again.
- Once the final plan is approved, the building layout will be revealed to staff and the Board. The Board will see an Issue Analysis for a budget adjustment and then RFP's will be created for construction, HVAC, technology, furniture and any other component that goes over the threshold.

WHAT'S GOING ON AT KDL

• BOOKMOBILE UPDATES

The DEQ needs to sign off on the plans that were created for the new bookmobile garage and Outreach Department office space. In the meantime, a 220v electrical outlet is being installed on the outside of the Service Center so that the Bookmobile can be connected to shoreline power. Staff are still hopeful that the garage portion of the build will be completed and ready for use sometime in December of 2019.

Status of the vehicle: The team continued to use workarounds with the failing electrical systems on the vehicle until nothing except the engine was working. At that point, Lance Werner made the decision to ground the Bookmobile until the faulty batteries could be replaced. The team had to cancel participation in a few community events where the Bookmobile was the desired feature, and took info tables and activities to other planned visits. In all KDL missed 11 events during the month of June due to the electrical issues.

The batteries were replaced by Clock Mobility on Friday, June 21. Since then there have been minor electrical hiccups that will be addressed in July by Clock Mobility techs and KDL's contact at Summit. When the 220v outlet is installed, the Bookmobile team will be able to maintain the life of the battery system better as well.

• CAREER ONLINE HIGHSCHOOL PROGRAM (COHS)

Sara Magnuson has received over 40 applications for the Career Online High School program. She has successfully interviewed two individuals, with more interviews set up. If it is determined that the program is not suitable for the patrons who have applied, Sara has developed a procedure for providing a referral to a program that does fit their needs.

• WORKFORCE DEVELOPMENT

Penn-Foster has been launched as part of the initiatives Shea Johnson has been implementing through her workforce development position. She is poised to continue to meet with area organizations and businesses as she promotes the programs, services and job skills enhancement that KDL can offer employees as well as employers.

• KDL FREE LIBRARY

- **Books on the Bus:** 4-5 boxes filled with books of various genres and age levels are dropped off at the Central Operations building for the Rapid busses twice a month now as there has been increased interest by the Rapid passengers.
- **The Rapid Bus Station Little Free Library:** There are three volunteers who will be restocking the shelves for the Little Free Library at the Rapid Bus Station. It has become a popular feature in the lobby area. Joyanne Huston-Swanson will continue to be back up if the volunteers are unavailable.
- **Airport:** There are three new volunteers who are in the process of being trained to restock the Little Free Libraries at the Gerald R Ford airport. While that is taking place, Joyanne visits to stock the shelves twice a week and the other two volunteers faithfully care for the shelves on their designated days.

• FINE-FREE FRENZY

KDL celebrated going fine free with a series of special programs around the county. Fine Free Frenzy programs were hosted at the Nelson Township/Sand Lake, Krause Memorial, Grandville, Comstock Park and Caledonia Township branches. Over 300 patrons attended the programs that featured snacks, balloon animals, face painters, and presenters on topics such as gardening and local history.

• SUPERPARTYWONDERDAY

Planning for the 3rd annual Super Party Wonder Day is coming together. The festival is taking place on Sunday, August 11, 2pm to 7pm at The Meadows at Millennium Park. A favorite of KDL patrons, the Rib Cook-off is returning and teams that wish to compete can begin registering now. The Grilling Company from Belding is again sponsoring the event and partnering with KDL staff to run the fun competition that also including a People's Choice Award.

• TOUCH-A-TRUCK

One highlight of every summer is the KDL Touch-a-Truck programs, where families can get up close to an assortment of awesome vehicles and decorate a hard hat. This year the Kentwood branch commandeered a helicopter to join the cranes and dump trucks! In June, KDL branches have hosted six of these programs for almost 2,400 patrons.

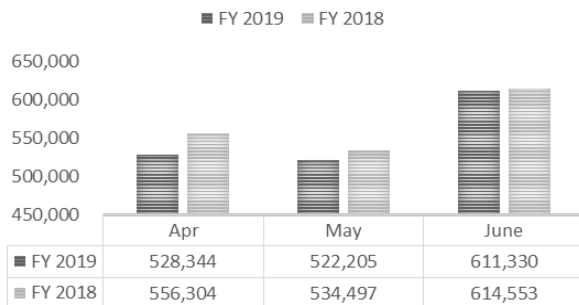


• FALL PROGRAMMING

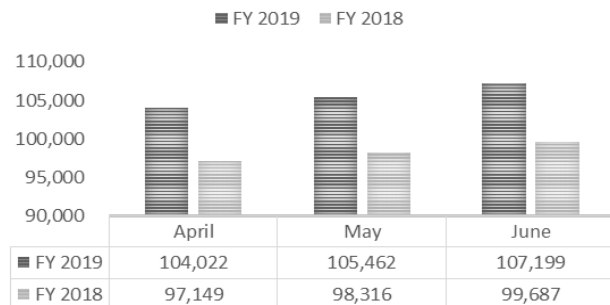
Fall programming is coming together with a slate of new programs being debuted this year. A series of craft programs for adults will be hosted by artists from the Lions and Rabbits art collective from Grand Rapids. On November 13, holocaust survivor Martin Lowenberg is speaking on his experience being held in concentration camps during World War II. KDL is also bringing in Jammin' with Wendy and DB. The award winning children's musicians from the Chicago-area will perform at four KDL branches on October 25 and 26.

QUARTERLY STATS

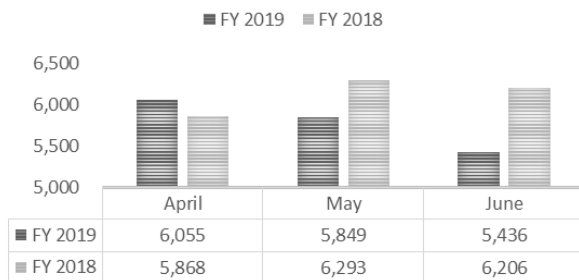
PHYSICAL CIRCULATION SECOND QUARTER



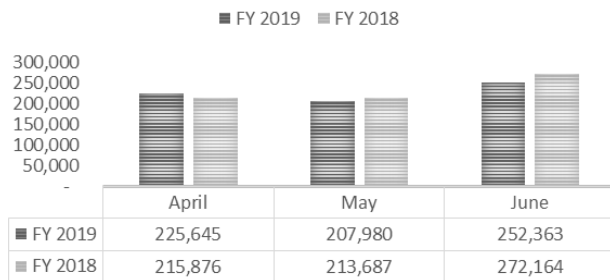
DIGITAL CIRCULATION SECOND QUARTER



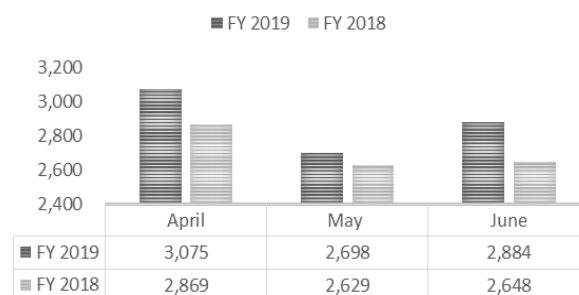
LBPH CIRCULATION SECOND QUARTER



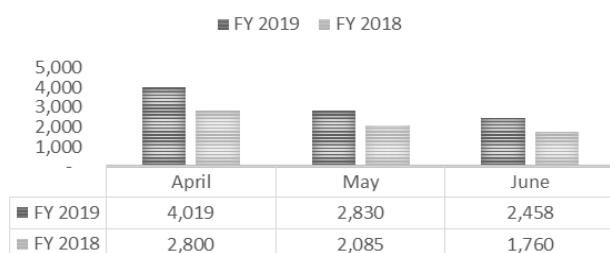
BRANCH VISITS SECOND QUARTER



MEL: BORROWED BY KDL SECOND QUARTER



MEL: ITEMS LOANED BY KDL SECOND QUARTER



KATIE KUDOS

- **EMILY BANTEL (Tyrone)** – Nominated by Brianna Bricker because, “We had multiple Nintendo Switch games in our missing pieces, and everywhere I looked was a dead end, even after calling multiple branches. When I told Emily about my concerns, she decided to dig through all of our video games, and eventually ended up hunting them down! I’m sure this saved hundreds of dollars in games, and also my frustration in not being able to locate them.”

- **KELLY GIBSON (Nelson/Sand Lake)** – Nominated by Paula Wright because, “Kelly has a stomach of iron, does what needs to be done, no complaint, and no shaming of parents. The short version is we had puke explosion in the library - it was bad - the kind of bad that can trigger more puking bad (seriously I almost lost it). Kelly cleaned up the mess in three different locations, washed out the rug and mopped the floor. She did it without complaint and when the mom, who was mortified, was trying to apologize Kelly made her feel better. I’m in awe and so very grateful that I have Kelly on my staff - no matter the crazy situation she always does what’s right and does it with grace. Thank you!”

- **COURTNEI MOYSES (Kelloggville)** – Nominated by Hannah Lewis because, “We had a hungry teen come in that hadn’t ate anything since breakfast. I checked to see if we had any food anywhere and all I could find was some candy. Then the awesome Courtnei came to the rescue and bought some great snacks from the vending machine so the teen could eat.”



STAFF + PATRON RESPONSE STORIES

- **ALPINE** – “Today a patron came in to invite the staff to her son’s Graduation open house and wanted to mention how much the Alpine branch was a large part of her son’s life through the years. She was glad that there was no longer that “Shush-Keep quiet” at the branch. When her son was small, she was glad that regular talking and a play area was allowed for him. She mentioned that the kid’s area is close enough to be able to let him play and keep an eye on him when she wanted to look on the shelves for a book. As he grew, the staff has been helpful in ordering many DVD’s in his areas of interest. “

- **BYRON CENTER** – “I had a patron today who lost her husband earlier in the year. She said that she is finally now able to come in and say thank you for all the library meant to them throughout the years. She expressed that she and her husband raised their kids on the library’s offerings and how much they all appreciated coming here. With tears in her eyes, she gave me a bookmark in memory of him (Paul James Larabel). I put it on the board in the breakroom to remind us that each day we make a difference to the public we serve.”

- **CALEDONIA** – “A customer today was so pleased with the Mission: Read! Booster Packs. She has a son going into 4th grade who is a reluctant reader. She checked out a 3rd grade Booster Pack at Gaines and was so impressed with it that she came here to check one out as well. She said her son has really been enjoying playing the games and it is helping make him a better reader.”

- **COMSTOCK PARK** – “Today a patron came in and felt terrible that she had a couple of books out for so long. She was ready to pay \$25 or whatever they were worth because a dog chewed one up. I checked the book – we had an extra four, it had circulated a lot, and would have been weeded soon anyway – so I waived the bill.

She was so astounded that we would do something like that. I said, 'You're more important than a book to us.' She teared up and mentioned that the dog that did the damaged had just passed away and she was so grateful for the grace. She left \$5, not to cover the fines (that are no longer there anyway), but just to say thank you for letting it be okay to be late."

• **PATRON SERVICES** – "A friend of mine recently posted on Facebook asking for suggestions for how to keep her boys (ages 2 & 4) occupied in the car for an upcoming family road trip. I suggested that as long as she was okay with (educational) electronics, she should check out a couple of Launchpads from the library. She later sent me the following text:"



UPCOMING MEETINGS + DATES OF INTEREST

| BOARD MEETINGS | DATE | TIME | LOCATION |
|---------------------------|-------------------------|-----------|-------------------------------|
| KDL Regular Board Meeting | Thurs., August 15, 2019 | 4:30 PM | KDL Service Center |
| KDL Regular Board Meeting | Thurs., Sept. 19, 2019 | 4:30 PM | Nelson Twp/Sand Lake Branch |
| OTHER MEETINGS | DATE | TIME | LOCATION |
| KDL Pension Board Meeting | Wed. August 21, 2019 | 1:00 PM | KDL Service Center |
| KDL Pension Board Meeting | Wed., November 20, 2019 | 1:00 PM | KDL Service Center |
| EVENTS | DATE | TIME | LOCATION |
| SuperPartyWonderDay | August 11, 2019 | 2:00-7:00 | The Meadows @ Millennium Park |
| 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 |
|-----------------------|----------------------------------|-----------|
| Heather Blake | Shelver – Plainfield | June 14 |
| Rose Massey | Substitute Information Staff | July 1 |
| Grace Miguel Cipriano | Substitute Information Staff | July 1 |
| Sarah Williams | Substitute Information Staff | July 1 |
| Linda Grit | Substitute Circulation Assistant | July 1 |
| Joel Kibbe | Substitute Circulation Assistant | July 1 |
| Immanuel Deliyannides | Substitute Circulation Assistant | July 1 |
| Sarah Talbert | Substitute Circulation Assistant | July 1 |
| Katlynn Doering | Substitute Circulation Assistant | July 1 |
| Noelle Spriggs | Substitute Circulation Assistant | July 1 |
| Aubrey Clark | Substitute Circulation Assistant | July 1 |

| PROMOTIONS & TRANSFERS | FROM | TO | EFFECTIVE |
|------------------------|----------------------------------|---------------------------------------|-----------|
| Chloe Henshaw | Substitute Circulation Assistant | Circulation Assistant – Plainfield | June 24 |
| Alyssa Coe | Substitute Circulation Assistant | Circulation Assistant – Plainfield | June 24 |
| Cathy Rinzema | Shelver – Plainfield | Circulation Assistant – Plainfield | July 1 |
| Ben Brugger | Substitute Circulation Assistant | Circulation Assistant – Cascade | July 8 |
| Trina DenBraber | Shelver – Krause Memorial | Circulation Assistant – Comstock Park | July 8 |

| DEPARTURES | POSITION | EFFECTIVE |
|-----------------|---|-----------|
| Ayla Lehmann | Circulation Assistant – Caledonia | July 3 |
| Brianna Bricker | Circulation Assistant – Tyrone Township | July 20 |

| OPEN POSITIONS | TYPE |
|---|-----------|
| Circulation Assistant – Wyoming | Part-time |
| Programming Specialist – Service Center | Part-time |
| Bookmobile Operator – Service Center | Part-time |
| Circulation Assistant – Tyrone Township | Part-time |
| Substitute Circulation Assistant Pool (6 positions) | Temporary |
| Circulation Assistant – Cascade (2 positions) | Part-time |
| Shelver – Krause Memorial | Part-time |

| EMPLOYEE ANNIVERSARIES (AUGUST) | BRANCH OR DEPARTMENT | LENGTH OF SERVICE |
|---------------------------------|------------------------|-------------------|
| Rochelle Ball | Patron Services | 11 years |
| Mary Dersch | East Grand Rapids | 10 years |
| Emily Bantel | Tyrone Township | 6 years |
| Stephanie Weaver | Englehardt | 6 years |
| Ian Gunnett | Patron Services | 5 years |
| Julia Hawkins | Administration | 5 years |
| Missy Lancaster | Facility | 5 years |
| Tony Senna | Info Sub Pool | 5 years |
| Sara Reinders | Cascade | 4 years |
| Crystal Logan-Syrewicze | Kentwood | 3 years |
| Christine Paige | Kentwood | 3 years |
| Quinlan Shidelar | Wyoming | 3 years |
| Reilly Brady | Finance | 2 years |
| Angela Deckard | Patron Services | 2 years |
| Seth Hoekstra | Wyoming | 2 years |
| Chelsea McCoy | Info Sub Pool | 2 years |
| Kurt Stevens | Information Technology | 2 years |
| Krista Berg | Plainfield | 1 year |
| Christine Hekman | Grandville | 1 year |
| Rachael Kruithof | Byron Township | 1 year |
| Janelle Mitchell | Sub CA Pool | 1 year |
| Julie Visser | Grandville | 1 year |

BOARD OF TRUSTEES ATTENDANCE

2019

(X = Present)

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

Board Participation via Conference Call or WebEx:

| TRUSTEE NAME | MEETING DATE | TRUSTEE NAME | MEETING DATE |
|---------------|--------------|---------------|--------------|
| Tom Noreen | 4-18-19 | Tom Noreen | 6-13-19 |
| Charles Myers | 4-18-19 | Charles Myers | 6-13-19 |
| | | | |

RESOLUTION 201910

TRUTH IN TAXATION - RESOLUTION TO ESTABLISH PROPOSED ADDITIONAL MILLAGE RATE

MEETING INFORMATION

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

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

The following preamble and resolution were offered by Member _____
and supported by Member _____:

WHEREAS, after careful examination of the Library's estimated operating expenses for the 2019 fiscal year and estimated revenues based on the taxable valuation of property within the Library District, the Board has determined that the best interests of the Library require the levy of a total of 1.2661 mills out of the total authorized amount of 1.28 mills, which has been reduced to 1.2661 mills as a result of the Headlee Amendment to the Constitution ("Headlee"), to provide sufficient revenue for the Library for operating purposes for the ensuing fiscal year; and

WHEREAS, a levy of this amount will result in an "additional millage rate" as defined by Section 23e of the General Property Tax Act, 1893 PA 206, MCL 211.24e, as amended (the "Act"), of 0.0296 mill; and

WHEREAS, the Act requires that the proposed "additional millage rate" be established by resolution of the Board prior to conducting the public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE KENT DISTRICT LIBRARY:

1. In order to provide sufficient revenue for the Library for operating purposes, the Board proposes to levy on December 1, 2019, 1.2661 mills of its total authorized amount of 1.28 mills, as reduced by Headlee, which includes an "additional millage rate" of 0.0296 mill.

