



KDL®

**BOARD OF TRUSTEES
MEETING PACKET**

08

AUGUST 2019

DRAFT



BOARD OF TRUSTEES MEETING AGENDA

LOCATION

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

DATE

Thursday, August 15, 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 – July 18, 2019
- * VI. Finance Reports – July 2019
- VII. Lakeland Library Cooperative Report
- VIII. Director's Report – July 2019
- * IX. Truth in Taxation
 - A. Public Hearing *Roll-Call Vote*
 - B. Resolution: 2019 Millage Tax Rate Request *Roll-Call Vote*
- X. New Business
 - A. KDL Policy Manual – Section 5: Budget + Finance *First Reading*
 - B. KDL Logo Redesign Presentation
 - C. KDL Board of Trustees 2020 Conference Attendance
- XI. Liaison Representative Comments
- XII. Public Comments**
- XIII. Board Member Comments
- XIV. Meeting Dates

Next Regular Meeting: Thursday, September 19, 2019 – KDL Nelson / Sand Lake Branch
- * 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."*

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Kent District Library

**Information.
Ideas.
Excitement!**

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

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

DATE

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

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

BOARD ABSENT: None

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

GUESTS PRESENT: Bill Brinkman, Dave Medema, Bethany Verble

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:32 p.m.

II. PLEDGE OF ALLEGIANCE

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

- September 2019 is the anticipated open date for the Grand Rogue River Park.
- The Governor recently visited Plainfield Township and talked about PFAs.
- The second section of trail construction on Jupiter will begin in September and be complete in October. The trail will link up to the trail on West River Drive, providing more areas to walk and ride.

IV. PUBLIC COMMENTS – None.

***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.

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

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VI. 2018 AUDIT REPORT – MANER COSTERISAN

- Ms. Powers introduced Ms. Verble from Maner Costerisan and said she is pleased with KDL's relationship progression with Maner Costerisan. She then highlighted the KDL Finance team and Melissa Snyder, Finance Team Lead, for their hard work on the audit. Ms. Powers has seen an amazing transformation from where KDL Finance was at last year at this time, with more staff and tighter internal controls.
- Ms. Verble opened the audit by saying KDL again received an Unmodified Opinion for the year ending December 31, 2018, which is the best opinion an organization can get. This year went very smoothly and Maner Costerisan had to do a lot less field work.
- KDL's net position is \$26.7 million with an \$11.6 million unrestricted net position.
- KDL has an unassigned fund balance of 25%, which is just a little over the minimum of the recommended 15-20%.
- This fiscal year contained a new fund: a proprietary fund for consulting revenue to ensure tax payer dollars are not wrapped up in consulting business.
- Adding the Bookmobile increased KDL's capital assets, which are now at \$8.4 million.
- Due to market fluctuations, there was a decrease in pension assets, but the plan is still over 100% funded.
- Penal fines increased, but state aid decreased — KDL and other government entities all experienced the decrease because the state is phasing that program out.
- Other taxing authorities can vote to reduce tax revenue. Tax Abatements were \$176k- down from \$186k from the prior year.
- KDL received no significant deficiencies and no material weaknesses; only general comments were made.

VII. FINANCE REPORTS – June 2019

The Director of Finance gave a brief overview of the June cash report:

- KDL is 50% through the fiscal year, has received 96.3% of revenues and has spent 46.3%.
- The largest check for June is for Priority Health for health insurance: the next three largest checks in June were all material vendors.
- June's financial statements contained an additional page that is slightly different from the other month's statements. The state started requiring organizations to present it to their Boards and to post on their website. The requirement was instated because many pensions are underfunded. KDL's plan is 108.8% funded, so KDL did not trigger any type of underfunded ratio.

Motion: Ms. Bruursema moved to receive and file June 2019 finance reports as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema reported on the following item(s) from the July 11 LLC meeting:

- LLC's fiscal year is soon coming to a close (September 30)
- LLC now releases new infographs each month with visual stats.

IX. DIRECTOR'S REPORT – June 2019

- Director Werner shared some projects that KDL hopes to implement in the future but are not yet committed to pursuing.

The Board asked questions of staff and staff responded.

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X. NEW BUSINESS

*A. Resolution: Truth in Taxation – To Establish Proposed Additional Millage

Roll-Call Vote

Ms. Powers reviewed the timeline for the L4020 forms. Like last year, there is another Headlee Rollback. The millage was originally passed for 1.28 mills, but 1.2661 mills is the maximum KDL is permitted to levy to keep the revenue flat.

Motion: Mr. Noreen moved to approve the truth in taxation resolution to establish proposed additional millage.

Supported by Mr. Erlewein.

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. KDL Icon Project Overview

- Mr. Goble announced that two potential icons were designed for KDL. The project began in April with a team consisting of Penny Weller, Charles Myers, Claire Horlings, Michelle Boisvenue-Fox, Eric DeHaan, Brad Baker, Kip Odell, and Randy Goble. The team looked at several options and went with the Highland Group for their fantastic strategic sense — not just their quality designs. Patrons are becoming more engaged in different ways, so KDL seeks an icon to show that we are much more than books; in essence, that we are about excitement and going beyond books. Mr. Goble plans to share a timeline of the project next month, along with a sneak peek, a budget and how the brand activation will roll out in the branches.

XI. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman gave a personal update.

XII. PUBLIC COMMENTS – None

XIV. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema said the Impact Report was excellent and full of information, and gave an update on the upcoming millages. She thought the retreat yesterday was fantastic.

Mr. Erlewein: Mr. Erlewein attended the ALA Annual Conference where he went to many finance and fundraising sessions. He enjoyed meeting other trustees.

Ms. Gilreath-Watts: Ms. Gilreath-Watts did not attend the 2019 ALA Annual Conference but hopes to in the future. Ms. Gilreath-Watts said it was good to be a part of the interviews for the Wyoming branch manager position and that KDL had two top-notch candidates for the position. She was also delighted with the results of the fine-free frenzy – the social media feedback was great to see.

Ms. Idema: Ms. Idema appreciated the Board Retreat.

Mr. Noreen: Mr. Noreen enjoyed the retreat yesterday.

Mr. Myers: Mr. Myers spoke about his experience at the 2019 ALA Annual Conference and said he appreciates the opportunity to go. Each time he attends, he enjoys seeing a film they put on. He brought back a copy of the documentary *American Creed* for the collection.

Ms. Oliver: Ms. Oliver had the privilege of attending the 2019 ALA Annual Conference for the first time and she really enjoyed it. Her favorite event was one about tattoo fundraisers in libraries.

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Ms. Weller: Ms. Weller also attended the 2019 ALA Annual Conference and learned a lot, especially at the trustee-related events. The events in particular put into perspective how great a library KDL is, and it was enlightening to see how few issues KDL seems to have by comparison. Ms. Weller pointed out Missy Lancaster and Julia Hawkins' 5 year anniversaries, and congratulated them, as well as Mr. Stevens for his 2 year anniversary. Ms. Weller concluded by saying the recent retreat was a success.

XV. MEETING DATES

Regular Meeting: Thursday, August 15, 2019 – KDL Service + Meeting Center – 4:30 p.m.

XVI. ADJOURNMENT

Motion: Mr. Myers moved for adjournment at 6:01 p.m.

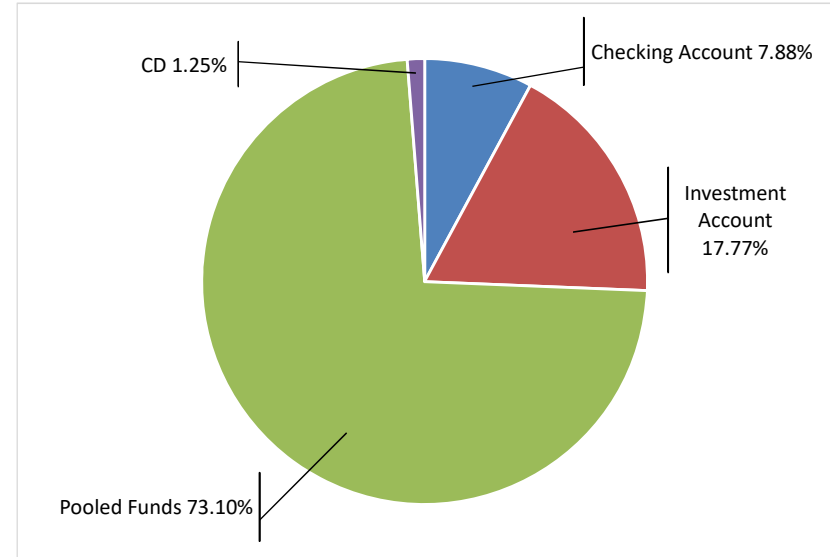
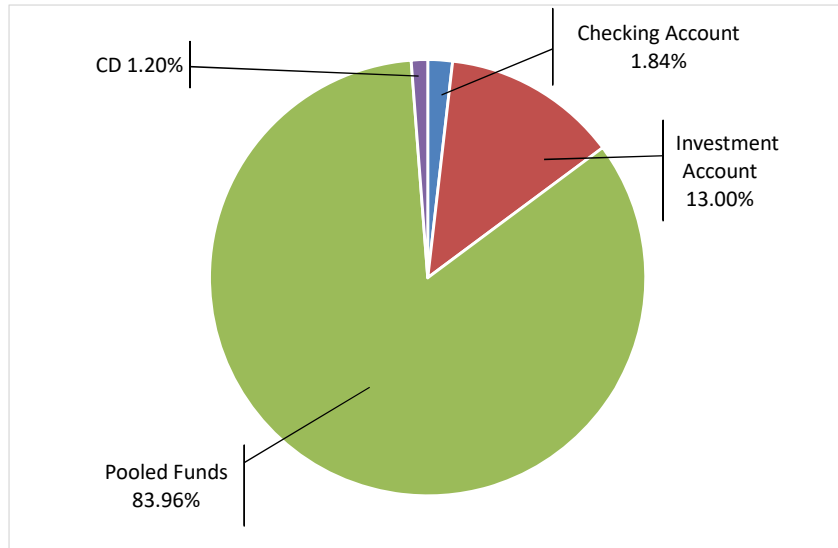
Support: Supported by Mr. Noreen.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

Monthly Cash Position Per Bank Month ended July 31



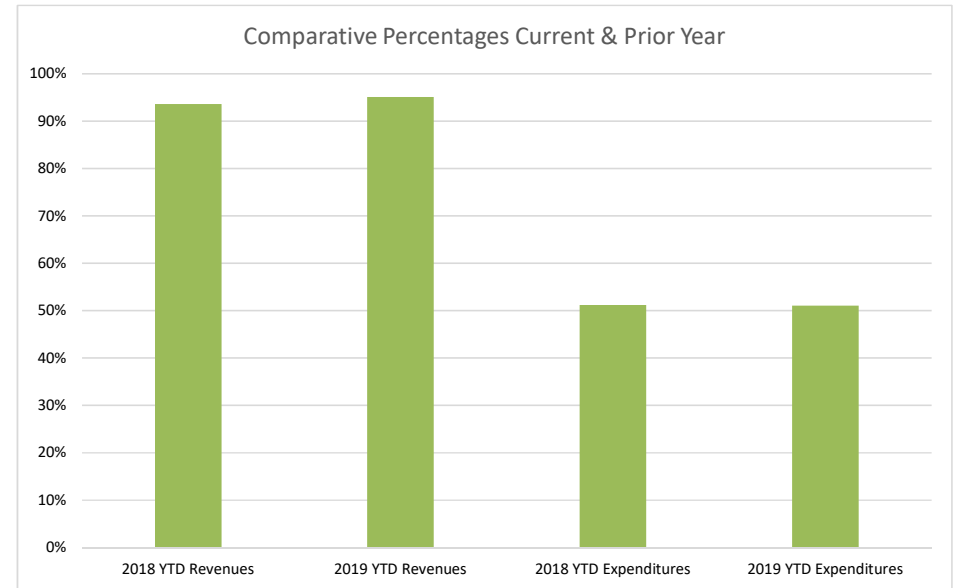
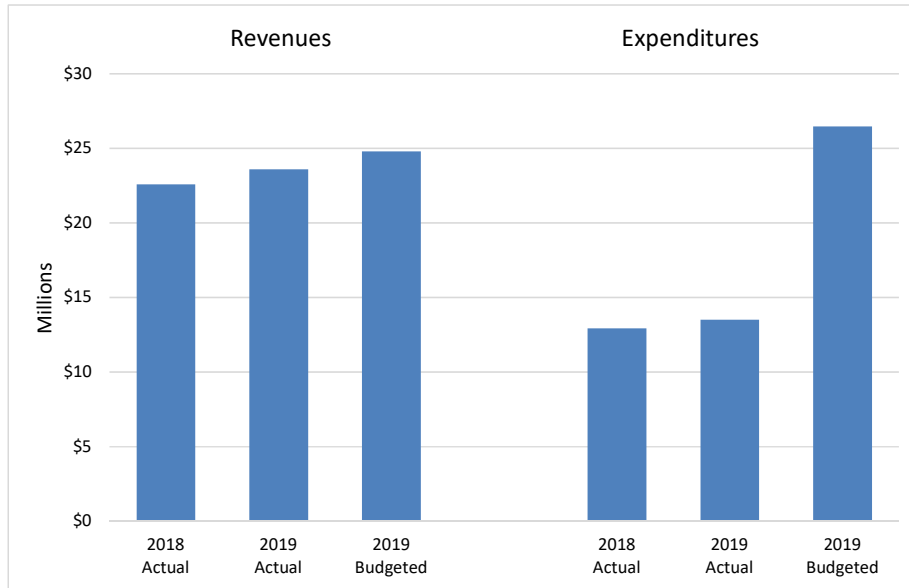
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$407,632.15
Huntington Investment Account	1.510%	\$2,885,761.82
*Kent County Pooled Funds	2.294%	\$18,645,313.18
First National Bank	2.030%	\$267,036.65
		<u>\$22,205,743.80</u>

2018		
Account	Rate	Amount
Huntington Checking Account	0.166%	\$1,657,451.02
Huntington Investment Account	0.180%	\$3,737,549.84
*Kent County Pooled Funds	1.514%	\$15,372,757.83
First National Bank	1.240%	\$261,844.68
		<u>\$21,029,603.37</u>

* Includes Trust Pooled fund balances

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

Monthly Revenues and Expenditures Month ended July 31



Budget to Actual with Prior Year Comparison

Revenues

2018 Actual	\$	22,585,144
2019 Actual	\$	23,593,294
2019 Budgeted	\$	24,806,481

Expenditures

2018 Actual	\$	12,924,169
2019 Actual	\$	13,519,977
2019 Budgeted	\$	26,475,962

Comparative Percentages Current & Prior Year

Account

Amount

2018 YTD Revenues	93.7%
2019 YTD Revenues	95.1%
2018 YTD Expenditures	51.2%
2019 YTD Expenditures	51.1%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 7/31/2019
(In Whole Numbers)

	YTD Actual	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	22,116,656	22,093,560	23,096	0 %
Penal Fines	0	797,644	(797,644)	(100)%
Charges for Services	130,053	100,000	30,053	30 %
Interest Income	180,797	76,000	104,797	138 %
Public Donations	199,118	442,000	(242,882)	(55)%
Other Revenue	608,466	663,210	(54,744)	(8)%
State Sources	358,205	634,067	(275,862)	(44)%
Total Revenues	<u>23,593,294</u>	<u>24,806,481</u>	<u>(1,213,188)</u>	<u>(5)%</u>
Expenditures				
Salaries and Wages	6,439,020	11,753,570	5,314,550	45 %
Employee Benefits	1,968,157	3,732,138	1,763,981	47 %
Collections - Digital	1,117,415	1,539,498	422,083	27 %
Collections - Physical	1,194,465	2,121,387	926,922	44 %
Supplies	291,026	779,255	488,229	63 %
Contractual and Professional Services	767,966	1,776,121	1,008,155	57 %
Programming and Outreach	155,300	333,277	177,977	53 %
Maintenance and Utilities	1,061,335	1,999,046	937,711	47 %
Staff Development	97,982	257,883	159,902	62 %
Board Development	8,568	14,833	6,265	42 %
Other Expenditures	373,953	781,730	407,778	52 %
Capital Outlay	44,791	1,387,224	1,342,433	97 %
Total Expenditures	<u>13,519,977</u>	<u>26,475,962</u>	<u>12,955,985</u>	<u>49 %</u>
Excess Revenue Over (Under) Expenditures	<u>10,073,317</u>	<u>(1,669,481)</u>	<u>11,742,798</u>	<u>(703)%</u>

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 1/1/2019 Through 7/31/2019
(In Whole Numbers)

	YTD Actual
Revenues	
Charges for Services	21,573
Total Revenues	21,573
Expenditures	
Salaries and Wages	4,212
Employee Benefits	1,054
Contractual and Professional Services	13,500
Maintenance and Utilities	700
Other Expenditures	3,627
Total Expenditures	23,093
Excess Revenue Over (Under) Expenditures	(1,520)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 7/31/2019
(In Whole Numbers)

	YTD Ending July 31, 2018	YTD Ending July 31, 2019	Total Variance
Revenues			
Property Taxes	21,167,271	22,116,656	949,384
Penal Fines	831,140	0	(831,140)
Charges for Services	180,033	130,053	(49,980)
Interest Income	115,320	180,797	65,476
Public Donations	26,314	199,118	172,803
Other Revenue	79,979	608,466	528,487
State Sources	185,086	358,205	173,119
Total Revenues	22,585,144	23,593,294	1,008,150
Expenditures			
Salaries and Wages	6,013,858	6,439,020	425,163
Employee Benefits	1,737,144	1,968,157	231,013
Collections - Digital	1,086,621	1,117,415	30,795
Collections - Physical	1,083,274	1,194,465	111,191
Supplies	401,368	291,026	(110,342)
Contractual and Professional Services	603,974	767,966	163,992
Programming and Outreach	151,545	155,300	3,755
Maintenance and Utilities	1,151,979	1,061,335	(90,644)
Staff Development	136,343	97,982	(38,361)
Board Development	0	8,568	8,568
Other Expenditures	300,734	373,953	73,218
Capital Outlay	257,329	44,791	(212,538)
Total Expenditures	12,924,169	13,519,977	595,807
Excess Revenue Over (Under) Expenditures	9,660,974	10,073,317	412,343

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2019 Through 7/31/2019
(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	5,245	21,952,039	21,899,031	53,008	0 %
4412 Delinquent personal property taxes	2,424	5,038	33,349	(28,311)	(85)%
4432 DNR - PILT	6,484	13,166	11,000	2,166	20 %
4437 Industrial facilities taxes	0	146,413	150,180	(3,767)	(3)%
Total Property Taxes	14,153	22,116,656	22,093,560	23,096	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	9,738	58,225	50,000	8,225	16 %
4658 Overdue fines	(15)	41,126	25,000	16,126	65 %
4660 Other Patron Fees	285	2,925	0	2,925	0 %
4685 Materials replacement charges	5,367	27,777	25,000	2,777	11 %
Total Charges for Services	15,374	130,053	100,000	30,053	30 %
Interest Income					
4665 Interest earned on deposits and investments	39,360	178,914	75,000	103,914	139 %
4666 Interest Earned - Property Taxes	520	1,882	1,000	882	88 %
Total Interest Income	39,879	180,797	76,000	104,797	138 %
Public Donations					
4673 Restricted donations	36,831	194,174	162,000	32,174	20 %
4674 Unrestricted donations	428	4,944	280,000	(275,056)	(98)%
Total Public Donations	37,258	199,118	442,000	(242,882)	(55)%
Other Revenue					
4502 Universal Service Fund - eRate	72,840	490,536	580,653	(90,117)	(16)%
4583 Contributions from public schools	9,907	54,722	63,057	(8,335)	(13)%
4643 Ticket Sales	0	2,170	0	2,170	0 %
4644 Book sales	0	100	0	100	0 %
4667 Building rental	315	9,266	15,000	(5,735)	(38)%
4668 Royalties	516	2,853	3,000	(147)	(5)%
4676 Reimbursement of expenditures	1,714	42,924	0	42,924	0 %
4677 Program contributions	0	500	0	500	0 %
4686 Sale of Equipment	0	170	0	170	0 %
4688 Miscellaneous	169	5,225	1,500	3,725	248 %
Total Other Revenue	85,462	608,466	663,210	(54,744)	(8)%
State Sources					
4540 State Aid	160,098	317,132	314,067	3,065	1 %
4541 State aid - LBPH	20,537	41,073	40,000	1,073	3 %
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	180,635	358,205	634,067	(275,862)	(44)%
Total Revenues	372,762	23,593,294	24,806,481	(1,213,188)	(5)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	690	1,890	3,720	1,830	49 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2019 Through 7/31/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5701	Administrator wages	74,304	547,444	931,002	383,558	41 %
5702	Managers wages	168,734	1,179,153	2,327,601	1,148,448	49 %
5703	Support Staff wages	327,873	2,387,199	4,573,333	2,186,134	48 %
5704	Operations	262,997	1,935,443	3,439,863	1,504,420	44 %
5705	Interns	12,946	29,833	64,732	34,899	54 %
5706	Extra duty stipends	3,700	4,800	20,000	15,200	76 %
5707	Temporary Help	0	0	3,000	3,000	100 %
5708	Subs	55,270	356,898	390,320	33,421	9 %
5710	Contra Salaries and Wages - Consulting Admin	(520)	(3,640)	0	3,640	0 %
	Total Salaries and Wages	905,994	6,439,020	11,753,570	5,314,550	45 %
	Employee Benefits					
5709	FICA	66,432	477,608	894,696	417,088	47 %
5717	Defined Contribution Pension Plan Contributions	32,849	232,731	602,022	369,291	61 %
5718	Employee Health Benefits	109,327	726,854	1,426,951	700,097	49 %
5719	Part-time Employee Health Benefits	0	93,760	200,000	106,240	53 %
5720	HSA/Flex	1,000	359,300	377,740	18,440	5 %
5723	Retiree Health Care OPEB	(370)	900	2,084	1,184	57 %
5724	Life Insurance	4,739	18,710	26,269	7,559	29 %
5725	Additional Life Insurance	2,185	10,238	22,940	12,702	55 %
5726	Housing Allowance	0	4,000	12,000	8,000	67 %
5727	Gradifi Student Loan Assistance	5,308	33,536	120,822	87,286	72 %
5728	YMCA Membership Support	90	800	3,120	2,320	74 %
5730	Other Employee Benefits	310	10,629	34,494	23,865	69 %
5735	Contra Employee Benefits - Consulting Admin	(130)	(910)	0	910	0 %
5842	Unemployment Claims	0	0	9,000	9,000	100 %
	Total Employee Benefits	221,740	1,968,157	3,732,138	1,763,981	47 %
	Collections - Digital					
5785	Cloud Library	220,000	667,031	880,000	212,969	24 %
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	0	182,534	287,340	104,805	36 %
	Total Collections - Digital	220,000	1,117,415	1,539,498	422,083	27 %
	Collections - Physical					
5791	Subscriptions	339	57,398	72,922	15,523	21 %
5815	KDL Cruisers	6,699	16,699	27,000	10,301	38 %
5871	Branch Local Materials - Restricted Donation Expenditures	404	11,759	12,000	241	2 %
5982	Collection Materials - Depreciable	100,208	698,649	1,231,070	532,421	43 %
5983	CD/DVD Collection Materials - Non-Depreciable	46,193	293,826	599,500	305,674	51 %
5984	Beyond Books Collection - Non-Depreciable	3,887	116,133	178,895	62,762	35 %
	Total Collections - Physical	157,729	1,194,465	2,121,387	926,922	44 %
	Supplies					
5750	Processing Supplies	8,339	59,843	173,855	114,012	66 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2019 Through 7/31/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5751	Office Supplies	1,756	15,649	49,741	34,092	69 %
5752	Paper	2,840	12,672	27,383	14,710	54 %
5753	AV Supplies	656	8,532	17,390	8,858	51 %
5754	Disposable Technology <\$1000	(1,197)	21,753	217,689	195,935	90 %
5755	Maintenance Supplies - Custodial	397	2,220	6,702	4,482	67 %
5756	Water Cooler	649	2,757	9,530	6,773	71 %
5757	Meeting Center Supplies	406	1,840	4,000	2,160	54 %
5760	Technology Accessories	1,596	8,716	25,706	16,990	66 %
5764	All-staff Supplies	861	11,352	5,000	(6,352)	(127)%
5765	Wellness Supplies	(1,071)	0	4,500	4,500	100 %
5766	Team KDL Supplies	0	0	1,000	1,000	100 %
5767	New EE Shirts/Tote Bags	646	765	2,500	1,735	69 %
5768	Promotions Supplies	1,349	9,385	36,670	27,285	74 %
5769	Service Awards	167	1,408	6,400	4,992	78 %
5770	Other Awards/Prizes	6,596	101,204	106,450	5,246	5 %
5771	Beverages	265	1,555	8,750	7,195	82 %
5790	Books (not for circulation)	0	0	350	350	100 %
5799	Miscellaneous Supplies	1,195	7,594	20,502	12,908	63 %
5851	Mail/Postage	607	3,184	9,206	6,022	65 %
5900	Copier/Printer Overage Charges	7,030	20,599	45,932	25,333	55 %
	Total Supplies	33,087	291,026	779,255	488,229	63 %
	Contractual and Professional Services					
5792	Software	16,120	283,603	540,205	256,601	48 %
5801	Professional Services	1,965	22,198	168,700	146,503	87 %
5803	IT Consultant - Consulting Svcs.	0	38,814	185,000	146,186	79 %
5804	Other Consultants	1,700	5,793	34,890	29,098	83 %
5805	Audit Services	24,200	24,200	26,200	2,000	8 %
5806	Legal Services	3,597	15,521	21,500	5,979	28 %
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	8,903	39,153	67,980	28,827	42 %
5812	HR Contracted Services	0	665	2,000	1,335	67 %
5813	Delivery Services	15,193	76,890	138,560	61,670	45 %
5814	Security Services	5,505	25,157	53,085	27,928	53 %
5817	Lakeland Library Co-op services	932	2,797	5,000	2,203	44 %
5818	Shredding services	0	0	425	425	100 %
5819	Drug Screenings/background checks	360	1,386	3,500	2,114	60 %
5820	Other Professional Services	250	250	10,000	9,750	98 %
5823	Inspection Services	0	740	2,675	1,935	72 %
5825	Team KDL Services	500	500	0	(500)	0 %
5827	Catering	0	4,358	21,225	16,867	79 %
5829	Custodial/cleaning services	430	3,010	18,300	15,290	84 %
5830	Other Contracted Services	614	6,749	44,333	37,583	85 %
5833	All-staff Services	0	11,705	25,000	13,295	53 %
5834	Wellness Services	3,760	6,630	1,925	(4,705)	(244)%
5835	Team KDL Services	0	0	12,500	12,500	100 %
5836	Employee & Partner Care (Flowers, Etc)	79	485	4,150	3,665	88 %
5890	ILS Fees	0	94,538	195,618	101,080	52 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2019 Through 7/31/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5891	Licenses and Fees	10	4,192	225	(3,967)	(1,763)%
5893	Marc Records License	433	2,969	7,500	4,531	60 %
5956	Other Benefits Administration Fees	433	3,132	5,000	1,868	37 %
5957	Pension Administration Fees	1,602	3,245	4,000	755	19 %
5958	Payroll processing fees	5,612	40,694	64,650	23,956	37 %
5960	Banking Fees	315	1,181	4,625	3,444	74 %
5961	TSYS/Credit Card Fees	412	5,129	10,350	5,221	50 %
	Total Contractual and Professional Services	92,924	767,966	1,776,121	1,008,155	57 %
	Programming and Outreach					
5794	Outreach Supplies	2,428	8,151	25,957	17,806	69 %
5795	Programming Supplies	6,277	43,741	66,870	23,129	35 %
5796	Youth Programming Supplies	986	1,027	8,900	7,873	88 %
5797	Teen Programming Supplies	257	1,242	10,050	8,808	88 %
5798	Adult Programming Supplies	454	790	7,170	6,380	89 %
5865	Programming Services	1,898	12,683	42,460	29,777	70 %
5866	Youth Programming Services	104	104	7,400	7,296	99 %
5867	Teen Programming Services	146	646	900	254	28 %
5868	Adult Programming Services	0	0	15,500	15,500	100 %
5885	Speakers/Performers	22,607	86,916	139,125	52,209	38 %
5950	Airport Free Library	0	0	8,945	8,945	100 %
	Total Programming and Outreach	35,158	155,300	333,277	177,977	53 %
	Maintenance and Utilities					
5822	Maintenance Contracts	0	700	5,575	4,875	87 %
5848	Mobile Hotspots	1,363	8,241	12,100	3,859	32 %
5849	Cell Phones/ Stipends	2,248	14,726	30,041	15,315	51 %
5850	Telephones	4,066	22,864	75,000	52,136	70 %
5852	Internet/Telecomm Services	59,128	377,461	624,000	246,539	40 %
5918	Water/Sewer	0	801	3,800	2,999	79 %
5919	Waste Disposal	368	3,308	7,500	4,192	56 %
5920	Electric	5,425	27,432	68,000	40,568	60 %
5921	Natural Gas	160	5,048	15,000	9,952	66 %
5925	Snowplowing	0	10,531	15,000	4,469	30 %
5926	Lawn/Landscaping	0	1,497	2,273	776	34 %
5928	Branch Maintenance Fees	96,189	288,567	387,282	98,715	25 %
5929	Land Repair and Maintenance	0	331	5,200	4,869	94 %
5930	Building Repair and Maintenance	5,301	7,926	38,600	30,674	79 %
5931	Equipment Repair and Maintenance	25	13,152	18,180	5,028	28 %
5932	Vehicle Repairs and Maintenance	152	1,278	17,800	16,522	93 %
5933	Software & IT Hardware Maintenance Agreements	1,135	151,203	440,662	289,459	66 %
5934	Other Repair and Maintenance	0	0	250	250	100 %
5940	Rentals	1,756	102,678	166,127	63,449	38 %
5941	Printer/Copier Leases	4,085	24,291	66,656	42,366	64 %
5943	Contra Maintenance & Utilities - Consulting Admin	(100)	(700)	0	700	0 %
	Total Maintenance and Utilities	181,300	1,061,335	1,999,046	937,711	47 %
	Staff Development					
5910	Professional Development	7,320	18,629	95,742	77,113	81 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2019 Through 7/31/2019
(In Whole Numbers)

		Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
5911	Conferences	2,335	22,060	32,950	10,890	33 %
5913	Travel/Lodging	26,394	57,293	129,191	71,898	56 %
	Total Staff Development	36,049	97,982	257,883	159,902	62 %
	Board Development					
5908	Board Development	314	1,214	3,595	2,381	66 %
5909	Board Travel/Lodging	5,525	7,354	11,238	3,884	35 %
	Total Board Development	5,839	8,568	14,833	6,265	42 %
	Other Expenditures					
5759	Gas, Oil, Grease	249	973	19,500	18,527	95 %
5860	Parking	694	1,089	9,940	8,851	89 %
5861	Mileage Reimbursement	2,852	19,949	53,202	33,252	63 %
5870	Branch Local Misc - Restricted Donation Expenditures	8,440	65,457	150,000	84,543	56 %
5873	Website	1,181	52,318	109,318	57,000	52 %
5874	Employment Advertising	0	0	1,000	1,000	100 %
5875	System Advertising	5,368	28,311	82,540	54,229	66 %
5879	Branch Advertising	40	150	0	(150)	0 %
5884	Photography	0	4,555	15,500	10,945	71 %
5901	Outsourced Printing & Publishing	0	16,685	37,084	20,399	55 %
5906	Promotions/Marketing	1,700	7,006	34,915	27,909	80 %
5912	Meetings	1,772	10,037	18,865	8,828	47 %
5915	Memberships	2,790	35,215	58,416	23,202	40 %
5916	Dues and Fees	443	2,597	6,466	3,869	60 %
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	3,709	3,709	6,380	2,671	42 %
5938	Bond Insurance	0	9,683	11,760	2,077	18 %
5939	Workers Compensation Insurance	0	39,158	42,000	2,842	7 %
5955	Miscellaneous	75	1,129	7,500	6,371	85 %
5959	Sales Taxes	1	3	500	497	99 %
5964	Property Tax Reimbursement	4,383	13,906	35,975	22,069	61 %
5965	MEL Return Items	(66)	587	3,000	2,413	80 %
	Total Other Expenditures	33,633	373,953	781,730	407,778	52 %
	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	11,043	30,593	809,000	778,408	96 %
5977	Technology - Non-Depreciable (\$1000-4999)	2,156	4,312	192,537	188,225	98 %
5978	Technology - Depreciable (5,000+)	0	0	228,250	228,250	100 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	4,911	9,737	58,680	48,943	83 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	132	57,957	57,825	100 %
	Total Capital Outlay	18,109	44,791	1,387,224	1,342,433	97 %
	Total Expenditures	1,941,563	13,519,977	26,475,962	12,955,985	49 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2019 Through 7/31/2019
(In Whole Numbers)

	Current Month	2019 YTD	2019 Amended Budget	2019 Amended Budget to Actual Variance	Percent Remaining
Excess Revenue Over (Under) Expenditures	<u>(1,568,801)</u>	<u>10,073,317</u>	<u>(1,669,481)</u>	<u>11,742,798</u>	<u>(703)%</u>

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 7/1/2019 Through 7/31/2019

Check Number	Vendor Name	Check Amount	Check Date
77146	Bibliotheca, Llc	220,000.00	7/18/2019
191660000494	Priority Health	139,030.71	7/1/2019
07182019	The Huntington Bank - Michigan	65,071.43	7/15/2019
77052	Everstream Holding LLC- Michigan	56,528.88	7/2/2019
77182	Everstream Holding LLC- Michigan	50,727.14	7/18/2019
77037	Baker & Taylor	30,501.90	7/2/2019
77144	Baker & Taylor	27,792.24	7/18/2019
77220	Maner Costerisan	24,200.00	7/18/2019
77179	Ebsco Information Services	21,321.00	7/18/2019
77200	Ingram Library Services Llc	21,188.72	7/18/2019
77053	Factory Direct Promos	20,560.00	7/2/2019
77075	Ingram Library Services Llc	19,285.76	7/2/2019
77127	TLIC Securing and Managing Networks	18,284.95	7/2/2019
77166	City Of Kentwood Treasurer	15,529.95	7/18/2019
77169	City Of Wyoming - Treasurer's Office	15,385.13	7/18/2019
77173	Comerica Bank	12,554.40	7/18/2019
77164	City Of East Grand Rapids	10,106.25	7/18/2019
77104	Presidio Networked Solutions Group, Llc	10,028.45	7/2/2019
77273	TerHorst & Rinzema Construction Co.	9,950.00	7/18/2019
77095	Midwest Tape	9,790.72	7/2/2019
77256	Same Day Delivery, Inc	9,728.00	7/18/2019
77232	Midwest Tape	9,660.77	7/18/2019
77245	Plainfield Charter Township	9,424.13	7/18/2019
77160	Cascade Charter Township	8,217.38	7/18/2019
9831223459	Verizon Wireless - MiFy Routers & Cell phones	6,775.23	7/3/2019
77165	City Of Grandville	6,750.00	7/18/2019
77188	GR Bikes, LLC	6,699.20	7/18/2019
77227	Midwest Collaborative For Library Services	6,059.25	7/18/2019
77063	Holland Litho Printing Services	5,817.83	7/2/2019
77156	Caledonia Township	5,799.00	7/18/2019
77277	Thomas M. Plunkard	5,550.00	7/18/2019
77107	Same Day Delivery, Inc	5,120.00	7/2/2019
77154	Byron Township	4,728.75	7/18/2019
77226	Michigan Office Solutions (MOS)	4,376.42	7/18/2019
205366395785	Consumers Energy	4,370.18	7/10/2019
77115	TelNet Worldwide, Inc.	4,315.73	7/2/2019
77272	TelNet Worldwide, Inc.	4,034.42	7/18/2019
77268	Staples Business Advantage	3,789.47	7/18/2019
77263	Simply Natural Massage GR	3,685.00	7/18/2019
77280	UAW Local 2600	3,560.25	7/18/2019
77148	Blackstone Audio Inc	3,512.34	7/18/2019
77163	Chris Fascione	3,400.00	7/18/2019
77275	The Storytellers	3,325.00	7/18/2019
77239	Outdoor Discovery Center	3,240.00	7/18/2019
77168	City Of Rockford	3,208.13	7/18/2019
77177	DK Security	3,097.62	7/18/2019
77189	Greatamerica Financial Svcs.	3,067.43	7/18/2019
77209	Kent County Treasurer	3,061.64	7/18/2019
77246	PLIC - SBD Grand Island	3,055.68	7/18/2019
77137	Audria Larsen	3,050.00	7/18/2019
77238	Nelson Township	2,957.25	7/18/2019
77167	City Of Lowell	2,902.88	7/18/2019

Kent District Library
Check/Voucher Register - Check Register - Board Report
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Check Number	Vendor Name	Check Amount	Check Date
77119	Thomas Klise/Crimson Multimedia	2,900.00	7/2/2019
77284	Walker City Treasurer	2,850.00	7/18/2019
77234	MorningStar Health	2,811.78	7/18/2019
9831223458	Verizon Wireless - MiFi Routers & Cell phones	2,634.51	7/3/2019
77240	Pam Spring Advertising, Llc	2,626.00	7/18/2019
77183	Findaway World, Llc	2,565.86	7/18/2019
77078	Kalamazoo Nature Center Inc.	2,520.00	7/2/2019
77056	Foster, Swift, Collins & Smith, P.C.	2,408.00	7/2/2019
77205	James Merrills / Experience the Magic	2,400.00	7/18/2019
77114	Tech Logic Corporation	2,156.00	7/2/2019
77149	Bowne Township	2,052.00	7/18/2019
77283	Wade Gugino / GooGenious, LLC	2,050.00	7/18/2019
77057	Cengage Learning	1,908.06	7/2/2019
77100	Newsbank, Inc.	1,891.00	7/2/2019
77206	Jared Olson	1,867.63	7/18/2019
77048	DK Security	1,830.00	7/2/2019
77106	RNL Graphics Solutions, LLC	1,817.60	7/2/2019
434211	123.Net, Inc	1,724.00	7/9/2019
77133	Alina Hevia / Lion Mice Productions, LLC	1,700.00	7/18/2019
77211	Kushner & Company Inc	1,602.05	7/18/2019
77099	NEO GOV	1,500.00	7/2/2019
77174	Corinne Roberts	1,440.00	7/18/2019
8901018403	At&T	1,417.34	7/16/2019
77276	Thomas Klise/Crimson Multimedia	1,400.00	7/18/2019
77250	RNL Graphics Solutions, LLC	1,391.81	7/18/2019
77030	Autumn Shattuck	1,380.00	7/2/2019
77215	Lewis Paper	1,290.28	7/18/2019
77201	Interpersonal Frequency	1,181.25	7/18/2019
77135	Alpine Township	1,127.63	7/18/2019
77279	Tyrone Township	1,096.13	7/18/2019
203675570344	Consumers Energy	1,054.85	7/15/2019
77082	Lasers Resource	951.75	7/2/2019
77212	Lakeland Library Cooperative	932.25	7/18/2019
77103	Penworthy Co.	916.74	7/2/2019
77098	Nationwide	808.68	7/2/2019
77253	Freddy Ruben Campos Chancusig	800.00	7/18/2019
77125	Wolverine Printing Company	783.35	7/2/2019
77131	Absopure Water Company	752.50	7/18/2019
77285	West Michigan Hispanic Chamber Of Commerce	750.00	7/18/2019
77264	Spencer Township	750.00	7/18/2019
77257	Sandra Alder	750.00	7/18/2019
77039	Blackstone Audio Inc	746.94	7/2/2019
77064	Holly Goulet	670.34	7/2/2019
77118	Thomas Carr	650.00	7/2/2019
77219	Madcap Puppets and Education LLC	620.00	7/18/2019
77282	Unique	614.18	7/18/2019
77105	RECORDED BOOKS, INC	611.64	7/2/2019
77213	Laura Powers	607.14	7/18/2019
77185	Cengage Learning	601.40	7/18/2019
77079	Karen Bell-Brege / Team B Creative LLC	600.00	7/2/2019
77203	James Steele Foerch	600.00	7/18/2019
77202	IP Consulting, Inc.	586.74	7/18/2019

Kent District Library
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Check Number	Vendor Name	Check Amount	Check Date
77112	Staples Business Advantage	564.87	7/2/2019
77223	Michael A. Schneider / The Mike Schneider Band	550.00	7/18/2019
77236	Nationwide	539.12	7/18/2019
77101	Pam Spring Advertising, Llc	522.50	7/2/2019
77274	The Bootstrap Boys, LLC	500.00	7/18/2019
77124	West Michigan Therapy Dog Association	500.00	7/2/2019
77155	Caitlin S. Oliver	488.36	7/18/2019
77121	Town & Country Technologies	485.78	7/2/2019
77136	Andrew Erlewein	464.00	7/18/2019
77145	Bangarang Circus	450.00	7/18/2019
77269	Superior Business Solutions	439.86	7/18/2019
77162	Charles R. Myers	434.00	7/18/2019
77061	Grand Rapids Building Services	430.00	7/2/2019
77081	Kent Intermediate School District	423.00	7/2/2019
77218	Lynn Porter	400.00	7/18/2019
77076	James G. Perry / Fun Stuff Productions	400.00	7/2/2019
77251	Robert Reider	400.00	7/18/2019
77085	Lindsey Dorfman	382.00	7/2/2019
1837705	Arrowaste	367.74	7/11/2019
77184	Firefighter Sales & Service	365.80	7/18/2019
77116	The Book Farm, Inc.	358.80	7/2/2019
77059	Gootjes Assoc. Inc	331.00	7/2/2019
77181	Employment Screening Resources	330.00	7/18/2019
RIS0002332547	Delta Dental Of Michigan	328.92	7/19/2019
77207	Kalamazoo Nature Center Inc.	315.00	7/18/2019
77083	Legal Shield	291.05	7/2/2019
77102	Penguin Random House, Llc.	278.75	7/2/2019
77178	DWD Technology Group	278.00	7/18/2019
77252	Rotary Club Of Grand Rapids	250.00	7/18/2019
77043	Center Point Publishing	249.87	7/2/2019
77089	Midwest Collaborative For Library Services	249.00	7/2/2019
77060	Grainger	243.60	7/2/2019
77258	Sarah Ann Weller	229.14	7/18/2019
77180	Elm Usa	224.50	7/18/2019
77170	Comcast Cable	216.90	7/18/2019
77249	RECORDED BOOKS, INC	214.08	7/18/2019
77190	Heart Of West Michigan United Way	201.00	7/18/2019
77204	James G. Perry / Fun Stuff Productions	200.00	7/18/2019
77243	Penworthy Co.	191.40	7/18/2019
77080	Kathryn Munger	187.39	7/2/2019
77262	Shirley Bruursema	185.28	7/18/2019
910020326757 06	Dte Energy	159.80	7/8/2019
77062	Grand River Signs	159.00	7/2/2019
77132	Advanced Ecosystems / FishGuy	150.00	7/18/2019
77244	Performance Assessment Network	150.00	7/18/2019
77058	Godwin Plumbing And Mechanical	145.00	7/2/2019
77171	Comcast Cable	134.90	7/18/2019
77172	Comcast Cable	134.90	7/18/2019
77077	James White Library	120.00	7/2/2019
432880	Paychex	112.50	7/16/2019
77122	Unique	112.35	7/2/2019
77161	Center Point Publishing	111.45	7/18/2019

Kent District Library
Check/Voucher Register - Check Register - Board Report
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Check Number	Vendor Name	Check Amount	Check Date
77233	Monica Walen	102.51	7/18/2019
77049	DWD Technology Group	100.00	7/2/2019
77210	Kip Odell	100.00	7/18/2019
77271	TASC	94.02	7/18/2019
9831261918	Verizon Wireless - MiFy Routers & Cell phones	83.12	7/3/2019
77123	West Michigan Office Interiors	80.00	7/2/2019
77050	Eastern Michigan University	80.00	7/2/2019
77237	Navex Global Inc.	76.72	7/18/2019
77023	Advanced Ecosystems / FishGuy	75.00	7/2/2019
77157	Calli Crow	72.00	7/18/2019
77096	Monica Walen	65.79	7/2/2019
77045	Claire Horlings	64.19	7/2/2019
77248	Randall Goble	64.09	7/18/2019
77222	Melanie Ragsdale / Ragsdale Design Center	62.68	7/18/2019
77242	Penguin Random House, LLC.	60.00	7/18/2019
77216	Lindsey Dorfman	58.66	7/18/2019
77214	Leah Hansen	54.99	7/18/2019
77134	Allie Marie Idema	54.36	7/18/2019
77270	Susan Erhardt	50.96	7/18/2019
77286	Wolverine Printing Company	48.45	7/18/2019
77261	Sheri Gilreath-Watts	47.40	7/18/2019
77117	The Library Network	44.97	7/2/2019
77024	Alex Paulin or Paula Paulin	39.99	7/2/2019
77186	Genesee District Library	38.00	7/18/2019
77029	Arlene Ledbetter	32.97	7/2/2019
77208	Katherine Lawrence	32.44	7/18/2019
616R10403106	At&T	32.01	7/2/2019
77051	Employment Screening Resources	30.00	7/2/2019
77159	Carrie Wilson	29.23	7/18/2019
77038	Bay County Library System	29.00	7/2/2019
77042	Carol Dille	28.00	7/2/2019
77217	Lori Langeland	27.00	7/18/2019
77041	Carlita Gonzalez	25.06	7/2/2019
77287	Yuliya Wallerstrom	25.00	7/18/2019
77278	Tracy Dill	24.00	7/18/2019
77113	Stephanie Hill	22.99	7/2/2019
77084	Lidwiska Diaz-Tavarez	22.49	7/2/2019
77255	Ruth Shovan	22.00	7/18/2019
77086	Martha Gottschall	20.98	7/2/2019
77054	Findaway World, LLC	20.93	7/2/2019
77225	Michelle Boisvenue-Fox	20.17	7/18/2019
77281	UC Riverside, Orbach Science Library	20.00	7/18/2019
77028	Anna Lauka	19.99	7/2/2019
77111	Shirley Bruursema	19.78	7/2/2019
77260	Shea Johnson	19.10	7/18/2019
77288	Zurina Ariffin	19.06	7/18/2019
77128	Aaron Thomas	19.01	7/18/2019
77108	Sara Lubbers	18.99	7/2/2019
77065	Hugh Makens	18.74	7/2/2019
77088	Melissa Wieringa	18.00	7/2/2019
77221	Megan Dykgraaf	17.99	7/18/2019
77046	Denice Burgess	17.83	7/2/2019

Kent District Library
Check/Voucher Register - Check Register - Board Report
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Check Number	Vendor Name	Check Amount	Check Date
77151	Brandy Chen	16.99	7/18/2019
77175	Cornerstone University	16.95	7/18/2019
77158	Caroline Hankins	14.99	7/18/2019
77224	Michael Milanowski	14.85	7/18/2019
77153	Brenda Kamp	13.99	7/18/2019
77150	Brady Gavin	12.99	7/18/2019
77087	Mason County District Library	12.00	7/2/2019
77055	Fleschner Memorial Library	11.00	7/2/2019
77241	Pat Rosloniec	10.50	7/18/2019
77097	Nancy Henderson	9.99	7/2/2019
77187	Geralyn Powell	9.99	7/18/2019
77066	IDVille / DBA Baudville	9.50	7/2/2019
77040	Caitlin S. Oliver	9.34	7/2/2019
77247	PM Engraving Company	8.95	7/18/2019
77176	Crystal Logan-Syrewicze	8.75	7/18/2019
77235	Nanette Zorn	8.11	7/18/2019
77110	Sheri Gilreath-Watts	8.08	7/2/2019
77120	Thomas Noreen	8.01	7/2/2019
77152	Breanna Yarnott	7.99	7/18/2019
77047	Diane Cutler	7.96	7/2/2019
77026	Amanda Tank	5.99	7/2/2019
77025	Allie Marie Idema	5.32	7/2/2019
77259	Shannon Malave	5.00	7/18/2019
77254	Ruth Hughes Memorial District Library	3.75	7/18/2019
77109	Sarah Ann Weller	3.64	7/2/2019
77044	Charles R. Myers	3.15	7/2/2019
77027	Andrew Erlewein	0.70	7/2/2019
2152019	The Huntington Bank - Michigan	(44,442.20)	7/1/2019
Report Total		1,001,901.59	

BRANCH UPDATES

KDL's year of learning is centered on diversity and inclusion. It has been seven months since the launch and managers were asked to respond on how staff have received this initiative and what they are doing in the branches to promote it.

• ALPINE

Alpine staff have embraced the year of learning and have been doing great work promoting diverse authors and characters in displays. In June, an LGBTQ+ display was created and a flier promoting a Community Diversity Workshop Series: LGBTQ 101, facilitated by Grand Rapids Pride Center was available to patrons. Hannah Moeggenborg, Youth Parapro, created a *We Need Diverse Books* youth display. Youth materials promoting diverse book characters and authors adorned the display. Branch Manager Shaunna Martz has taken part in an eight week community Spanish class, volunteered at the Grand Rapids Asian Pacific Festival, attended the #staywoke workshop hosted by Lakeland Library Cooperative, and went to the KDL Equity, Diversity, Inclusion Summit. Shaunna also attended the annual Lakeshore and Ethnic Diversity Alliance Summit (the focus of which was on Commitment to Justice) on race and inclusion held at Hope College in June. Shaunna shared all these experiences with her team and discussed each. As a branch staff, Alpine continues to explore, read, listen, and watch materials with diverse characters and authors that push them out of their comfort zone.



Some recommended titles listed below:

- *Thick: and other essays* by Tressie McMillan Cottom
- *Black is the Body: Stories of my Grandmother's Time, my Mother's Time, and Mine* by Emily Bernard
- *Queenie* by Candice Carty-Williams
- *Descendent of the Crane* by Joan He
- *My Life as Goddess: A Memoir Through (Un)Popular Culture* by Guy Branum
- *The Storm on Our Shores: One Island, Two Soldiers, and the Forgotten Battle of World War II* by Mark Obmascik

• ALTO

The diversity ball is regularly used during morning huddles so staff are able to speak about personal and work-related experiences with inclusion and diversity. One struggle staff has is being able to communicate with patrons whose first language is not English. However, staff do a terrific job of trying to communicate in different ways and that help build the relationship between staff and patrons. Staff also enjoy working with a group home that comes in regularly. Sandra Graham, Alto/Englehardt Branch Manager, would like to work with programming to bring the "Second Chapter Book Club" to KDL. This is a program headquartered in Ohio that is designed for impaired adults. For more of a global perspective, this winter during Christmas break, staff will be having a part-

time local resident/full-time teacher come and do a program on the culture of the Dominican Republic (where she is from) and what the education system there is like.

• BYRON

With the theme of diversity and inclusion at the center of KDL's year of learning initiative, the Byron branch staff have embraced this idea through conversation, branch promotion, and partnerships. During team huddles and staff meetings topics have included the year of learning handbooks distributed and discussions on "cultural competency" which aim to increase awareness of the differences between cultures in order to develop greater empathy and respect. During this time, staff also placed a greater emphasis on reaching out to diverse and underserved communities, particularly students of middle and high-school age. A recent partnership with the SculptureWorks organization has also led to conversations and increased awareness of diversity and inclusion with the temporary addition of sculpture art depicting individuals of various ethnic



backgrounds, age, and gender, located throughout the branch. Undoubtedly, many of the most significant steps toward increasing cultural awareness have occurred outside the workplace. One particularly enthusiastic staff member shared her recent experience attending the Native American Festival at Riverside

Park as well her thoughts regarding several books she read highlighting various cultures; African-American (*The Bluest Eye*), Middle Eastern (*I Am Malala*), The Irish Immigrant Experience (*Brooklyn*), Mexican Immigrant Experience (*The Distance Between Us*), and Asian (*The Tea Girl of Hummingbird Lane*). While staff have engaged with this initiative to varying degrees, it has certainly helped bring greater awareness to the issues surrounding equity, diversity, and inclusion, and prompted staff to think about things they may not have considered before.



• CALEDONIA

At Caledonia, staff are planning a book discussion this fall on *A Place for Us* by Fatima Farheen Mirza. It's the story of an Indian-American Muslim family and their struggles to find a sense of belonging. Staff will read the book in September and there will be a discussion during the morning huddles in October. Staff are also interested in taking some of the quizzes centered on bias. As a group, the team created book displays focused on diverse cultures and backgrounds. There was a display of children's books this May focused on non-binary genders. This was well received. Liz Guarino-Kozlowicz, Caledonia Branch Manager, has been working with Lance Werner on a project to bring essential services including health care, dental care, mental health services, maternal health services, and legal help into our most underserved communities. This project has educated her on how many organizations and partners KDL has in the community. The initiative will bring more services to patrons, helping to promote more equitable circumstances for all.

• COMSTOCK PARK

Staff at the Comstock Park branch have committed to participate in the year of learning in several ways. First, the team has intentionally completed activities together aimed at learning about the diversity of our team at Comstock as well as in the city of Grand Rapids. The team has also delved into diversity in their morning huddles, and several team members attended a screening of the movie *The Public* which concluded with a panel

discussion led by Grand Rapids community leaders and non-profit organizations who serve temporarily displaced individuals and families. Staff have also been intentional in creating displays and materials that include diverse parts of the community. In March, the branch featured a display highlighting materials by and about transgendered individuals followed by an LGBTQ+ display in June. In preparation for the summer reading program, Tricia Zelaya translated the summer reading program bookmarks into Spanish in an effort to make the materials accessible to Spanish speaking patrons. Tricia has also used her Spanish language skills to help patrons both in branch and over the phone to get the materials they need to further their lives. Finally, the team has also made an effort to incorporate programming, outreach and partnership opportunities into their schedule. In May, Leigh Verberg, Tricia Zelaya, and Laura Youells went to the ESL Family Night at Stoney Creek Elementary. In July and August, the branch was pleased to welcome Brooke Russell to the library for a series of programs called Story Hour in Spanish for Native Speakers. In the coming months, the team is excited to continue the year of learning!

• **EAST GRAND RAPIDS**

The Diversity and Inclusion theme for the year of learning was a great choice. At East Grand Rapids there are a couple of groups who have helped staff understand differences better. In particular, there is a group of teens who frequent the library who are very open-minded and vocal when it comes to diversity in all forms, especially as it relates to gender and sexuality. Conversations with these teens help the staff understand and learn the language to ensure that all people feel comfortable in the library. The youth staff watched a webinar about diversity in storytimes, and gained insight into the topic as well as ideas to incorporate into the many storytimes the East Grand Rapids branch offers. The biggest struggle is to find ways to include learning moments in busy days. The topic is significant, and staff want to give it the time and weight it requires. The ongoing focus has been book talks in the morning huddles, featuring titles for all ages (children's picture books through adult books). Various staff members lead the talks as they share relevant books they have read. The books often provide vocabulary for staff to discuss, and give resources to better help patrons. Many staff have applicable life experiences to share that adds to the learning moments. Another focus has been branch displays; there is always at least one EDI-related theme somewhere in the building. Finally, in October during the Branch In-Service Day, the team will further explore Diversity and Inclusion. One comment heard regularly from staff is how pleased and excited they are to see more diverse books on the shelves – way to go Collection Development!

• **GAINES**

Gaines has been using the inclusion activity ball once or twice a week at morning huddles and have had discussions about topics on the ball. Staff are very excited about staff book discussions and plan to attend those. Some of the staff have taken the implicit bias test mentioned in the inclusion workbook and they have been very interested in seeing the results – how they take them and work through them.

• **GRANDVILLE**

At Grandville, staff have been discussing the year of learning diversity books during morning meetings. Some staff have gone on to complete some of the implicit bias tests mentioned in the booklets as well. In addition to that, Josh Bernstein and Maria Page both attended the Lake Shore Ethnic Diversity Association annual conference earlier this summer. This was an amazing experience and both learned a lot, bringing information back to discuss at the branch. One of the sessions that was attended was based on this recent study, (<http://k-connect.org/wp-content/uploads/2019/02/Homeless-Data-One-Pager-May-2019.pdf>), which states there were 10,538 people in 2018 that were either homeless or imminently homeless in Kent County. That equates to 1 in 62 people in the county. In Grandville, there are many homeless people who come in regularly, and yet this number was staggering. The study then broke the numbers down to children that are homeless specifically, and list the percentages by race. This brought the most horrifying and unbelievable fact: that 76 percent of the

homeless youth in the county are Black/African American, which means that 1 in 7 Black/African-American kids in the county are in the homeless system. These facts were hard to digest, but important for staff to talk about. One other thing that was brought back from the conference was info about a documentary called *The Sentence*, which some staff have since gone on to watch as well. The website describes this film as follows: “The Sentence explores the devastating consequences of mass incarceration and mandatory minimum drug sentencing through the story of Cindy Shank, a mother of three young children serving a 15-year sentence in federal prison for her tangential involvement in a Michigan drug ring years before.” It was incredibly moving and well worth watching and discussing. Beyond that, the team are talking about possibly doing a branch book discussion at some point this year, and Branch Manager Josh Bernstein is encouraging staff to get out and experience training, events, etc. within the area that take them outside of their comfort zone.

• KENTWOOD

I applaud KDL for highlighting the concept of inclusion/tolerance/diversity in our year of learning. Kentwood staff have been sharing stories about their experiences with diversity and inclusion at the morning huddles. One staff person described her visit to a local Spanish language only ice cream store and how it opened her eyes to the difficulty of making oneself understood when you do not know the language. The Kentwood branch is located in a very diverse area surrounded by restaurants and stores that represent cultures from all over the world. Many of the staff have sampled food and goods from these establishments and have shared their experiences with colleagues. The clientele at the Kentwood library also reflects diverse community, and staff have daily encounters with people of differing abilities, languages and cultures. Staff have gotten to know many of these regular patrons by name. The Kentwood branch will be hosting a “Human Library” event this fall where the public can ask questions of a diverse group of people. Some of the Kentwood patrons will be participating and they will answer questions about their life stories. The point of the event is to increase understanding. Kentwood staff are also sharing websites and interesting videos that might help the team expand their knowledge and understanding of different groups and cultures. Kentwood also hosted the 29th ADA Celebration, where 250 people and 30 community partners were in attendance. The celebration surrounded the 29th Anniversary of the American with Disabilities Act.

FEATURED DEPARTMENT: COMMUNITY ENGAGEMENT & OUTREACH

No two days look alike in the Community Engagement and Outreach Department. Whether staff are attending KDL meetings, visiting schools with the Bookmobile or connecting with Community Partners, the team are always keeping their eyes sharp and their ears perked for opportunities to strengthen KDL’s vision of being a community hub for everyone. To that end, the department is involved in Festivals and celebrations like Grand Rapids Pride Festival or ComiCon, school partnerships, community centers like the YMCA day camps, Meet Up! & Eat Up!, senior residences, mobile home parks and apartment complexes, business expos and job fairs, farmer’s markets, Migrant Workers’ Appreciation Day, Back-to-School kickoff events, sensory story times, English Language Learning groups, Kids Day at the Zoo, stewarding Little Free Libraries at existing locations, and so much more.

Since becoming the department manager in March of 2018, Sara Proano has been a mover and a shaker. Expansion of the department was critical to being able to balance ongoing branch Outreach programming as well as the various needs our communities express. As a result, Sara started asking questions like, “Who is not coming into our libraries and why?”, “How does KDL actively participate with and celebrate the rich diversity that exists in our area?” and “How can this diversity continue to inform the events KDL attends and promotes?” Her focus on Equity, Diversity and Inclusion (EDI) has brought KDL initiatives like the Year of Learning and the

Colors of KDL. She was instrumental in helping KDL host an EDI event called “Next Nexus,” which was opened to members of the library community, area businesses and organizations. Sara’s next goals for the department involve getting library services out into the communities that are under-represented within our brick and mortar locations by expanding services to include interpretation equipment, Photo ID library cards, and multi-lingual story times provided by native speakers who are trained in Success Basics by KDL Staff.

As Community Engagement staff make connections and gather information, they create strategies behind the scenes that support the most vulnerable families and their communities. One of those strategies has focused on financial stabilization through adult education options and workforce development. Another strategy has been to partner with Bethany Christian Services, as well as Samaritas, as they work to provide a warm welcome to new Americans.

The Bookmobile project has also been a key factor in the drive to get library services into less traditional settings. To date, the team has visited 20 schools and pre-schools representing seven different School Districts, participated in over 200 Outreach events, and enjoyed meeting 15,000 patrons. The team loves hearing all the stories patrons will share of their childhood memories from the past Bookmobiles. The schedule of school partnerships and visits will soon be set for the year. The schedule and other info can be found at: kdl.org/Bookmobile.



Sample Weekly Bookmobile Schedule:

Monday	Tuesday	Wednesday*	Thursday	Saturday
School visit 9am -12pm	School visit 9am -12pm	School visit 9am – 12pm	School visit 9am – 12pm	KDL Branch stop
TRAVEL TIME 12:00-1:00pm	TRAVEL TIME 12:00-1:00pm	TRAVEL TIME 1pm-2pm	TRAVEL TIME 12:00-1:00pm	TRAVEL TIME 12:00-1:00pm
School visit 2pm – 4pm	School visit 1pm – 4pm	School visit 2pm – 4pm	School visit Township	KDL Branch stop
		Community stop 5pm – 7pm		

Meet the Team

Sara Proano - Manager of Community Engagement & Outreach



Joined KDL March 2018

Sara loves that the Outreach experience within KDL has both external and internal focus, making almost everything staff does an opportunity to reach the community. She is excited by the multi-lingual story time project and all

the possibilities it will open up for KDL. She believes wholeheartedly that combining KDL's rich experience with the international diversity of our patrons will allow KDL to create something unique and truly beautiful.

Joyanne Huston-Swanson – Manager-in-Training for Community Engagement & Outreach

Joined KDL April 2010 as a Patron Services Associate, jumped aboard the Outreach Team in October 2018

Joyanne's favorite out-of-the-box experience with Outreach happened when she and Kevin Kammeraad provided a sensory story time for students at Kentwood Elementary who are on the Autism Spectrum. Joyanne created look-books for the students to feel and experience the story as it was being read to them. One of the teachers told her later that a student in her class does not touch things that he is not familiar with, but she could tell he was thoroughly enjoying playing with the look books and didn't exhibit any fear during the story time.



Adam Flynn - Outreach Specialist and Bookmobile Operator

Joined KDL in 2014, started with the Bookmobile Team in October 2018



When working with the Bookmobile, Adam has learned to expect the unexpected. "The first time we visited the Godfrey Lee Early Childhood Center after school got out for the summer, I expected things to be pretty deserted. I figured these kids were only coming out to the Bookmobile because they were brought as a class and as soon as they were free for the summer, they'd forget all about us. Boy was I wrong about that! We had a huge group of smiling kids waiting for us at the stop and we had a steady

stream of kids and parents coming through the Bookmobile the rest of the afternoon. It's continued to be a popular stop with lots of familiar faces throughout the summer."

Kevin Kammeraad - Outreach Specialist and Bookmobile Operator

Joined the Bookmobile Team October 2018

As a puppeteer and performer, Kevin has worked with KDL for special events and programs in the past, and he brings unique and wonderful skills to the team. Kevin enjoys the Bookmobile's visit to Bowen Elementary. "When we pull up to the school, the students flow in and out of the Bookmobile with a sense of excitement and delight. They are thrilled about being able to choose a book that interests them. This is a strong school partnership which has allowed us to respond more quickly to needs as they are presented. The concept of splitting the classes in half came from our experience at Bowen, and has allowed for a more comfortable, stress-free and enjoyable time. It makes me feel like we are part of instilling a lifetime love of reading and learning, as well as increasing library awareness in these students."



Kelaine Mish - Outreach Specialist and Bookmobile Operator

Joined KDL in 2000, came on board with the Bookmobile in October 2018



Kelaine truly savors the interactions she has with the patrons she meets while working on the Bookmobile. She shares, "Dutton Mills Mobile Home Community has the friendliest residents. From John who walks his wife's dog and chats with us about all the neighbors, to Orion who is heading

into 6th grade and excitedly pulling Stephen Hawking's "A Brief History of Time" off the shelf. Lindsey comes with 4-year-old Zeke in tow, who grabs the title "Don't Let the Pigeon Drive the Bus" and begs me to sit down and read it to him every time we visit, while Lindsey requests her favorite inspirational fiction authors. There's the young pharmaceutical worker who discusses Neil Gaiman's "Good Omens" book and the TV series with us, and the older-60's mom and her third shift working daughter who asks her mom to make sure she wakes up so she doesn't miss her chance to visit the Bookmobile. These are everyday people who are so pleased to see the Bookmobile and welcome us into their lives. It's a humbling moment, and it makes me glad I chose this career."

Sara Magnuson - Outreach Specialist for Career Online High School

Joined KDL May 2007, became part of Outreach March 2019

In her other position with the Nelson Twp. Branch, Sara has had the unique experience of working directly with Bookmobile stops. One particular patron, Dillon, shows up to visit the Bookmobile, talks Adam's ear off, and then doesn't leave without a hug. With her new focus being on the Career Online High School (COHS) program, Sara has had the honor of providing an interview on Fox17 Morning Mix, where she had a chance to highlight the program. Within 24 hours of the story airing, KDL had received 10 applications to the program. She has taken things a step or two further and built strong partnerships with Sparta Adult Education and Kent ISD so that KDL can provide a warm hand-off if it is determined that COHS is not a good fit for the applicant. These efforts have emphasized existing alternative education options in the community, which has in turn positively impacted their enrollment rates. Sparta Adult Education has indicated that they have received nearly 150 enrollments in the month of July alone, which is over a third of their expected annual enrollment!



From left: Sara Magnuson, scholarship recipient Mariana, Lance Werner

Shea Johnson - Outreach Specialist for Workforce Development

Joined KDL May 2019



Shea has hit the ground running by attending Grand Rapids Chamber of Commerce meetings, Essential Needs Task Force meetings, business forums, and getting to know members of the Hispanic Center as well as the Chamber of Commerce for that community. She launched Penn Foster, a subscription service KDL is offering area businesses and their employees to help them develop and enhance their soft skills for the purposes of training, promotion and retention. In her new position with KDL, she enjoys visiting and learning about the Grand Rapids Chamber of Commerce. "Not only is the building gorgeous, but the work they are doing there is incredible. I learned that

this chamber doesn't limit its services to businesses located within the city of Grand Rapids but extends throughout West Michigan."

2020 Vision: The Future's so Bright!

Upcoming initiatives include:

- Developing classroom kits for ServSafe training purposes and expanding outreach with the Early Learning Neighborhood Collaborative Preschools in order to support the early literacy efforts taking place
- Connecting with migrant worker families through Headstart and mother/child health services

- Mentoring opportunities at KDL and other area businesses in collaboration with Steepletown for kids aging out of the foster care system
- The Library of Things will undergo some changes as KDL works to meet the growing need for employees in the skilled trades sector of the local economy. This will be accomplished with the help of community partners Grand Rapids Urban League, West Michigan Hispanic Chamber of Commerce, Loop Coding, Grand Rapids Area Black Businesses (GRABB), and the Hispanic Center.
- Entrepreneurship is another key factor to financial stability and KDL wants to be a part of equipping individuals who have this drive and motivation. As a result, Workforce Development will expand to include this more effectively by promoting the online resource, Initiate, in partnership with Northern Initiatives.

BUILDING UPDATES

• AMY VAN ANDEL LIBRARY & COMMUNITY CENTER

After June's groundbreaking event, Ada Township residents have eagerly been watching the site of the new library for construction to begin. Erhardt Construction has been awaiting soil erosion reports to begin work on the site in earnest. Finally, in July, Erhardt has installed construction fencing, and tree removal begins Tuesday, August 6. Construction documents to review the design were scheduled for August 1 and bids on their second bid package are due August 8.



• KRAUSE MEMORIAL

All four municipalities (City of Rockford, & Algoma, Cannon, and Courtland Townships) have voted to sign a Letter of Agreement that commits funding in the amount of \$4,500 for each governmental unit in order to contract with Hopkins Consulting for the feasibility study. The next Exploratory Committee meeting is tentatively scheduled for 4:00pm on Tuesday, July 30 at the KDL Service Center.

• SPENCER

The Spencer Township library will be hosting a community forum on Tuesday, August 27 at 7PM regarding the Spencer Township Library Building Project. The community forum is a time for residents to talk about the library and their desires for the space. The Spencer Township Board will be in attendance and have the ability to interact directly with residents, patrons, and the community at large.

• WALKER

The City of Walker forwarded copies of the Walker Ice and Fitness Center (WIFC) floorplan and some other drawings to Fishbeck, Thompson, Carr & Huber (FTCH). They will be using these to come up with some more refinement of the big picture concepts to present to the steering committee at the next meeting. FTCH will also be refining the Phase II proposal to reflect what the steering committee recommended at the last meeting: to only look at the WIFC site instead of analyzing other City properties for the library/community center. The City expects to receive the revised proposal from FTCH within a week or so. Once received, timeframes for moving forward will be developed.

• SERVICE & MEETING CENTER

New Construction for Bookmobile

- A DEQ application was submitted by King & MacGregor. As of August 5, the application is still in process in its 30-day completeness review period (getting close to the end). Once considered then DEQ has another 60 days to render a decision. King & MacGregor will be contacting them after the 30 days if there is no response to see if they have questions or need clarification. This is a minor floodplain application that has a good chance of getting approved. The only question is the compensating cut. If they do not go for using the previous cut associated with the parking lot expansion then the cut will be around \$3000. If we can get them to approve the excess of what has already been done with the parking lot then it should be around \$800.
- The materials for the metal building have been ordered.
- Due to the soil boring results a Helical Pier system will need to be used, which is over the initially planned budget. In September or October a revised Issue Analysis will need to go to the Board.

Service Center Refresh

- Via Design and Missy Lancaster met with a contractor and HVAC company to determine a price range for the work that needs to be done for the Service Center refresh. This will help the building committee determine if the adjustments need to be made to the refresh design.
- The building committee met with Via Design to look over updated plans and start looking at furniture and other materials.
- The hope is to show the design concept to all Service Center Staff and the Board before the end of the year and to approve the budget for the refresh.

WHAT'S GOING ON AT KDL

• MeL PROCESS IMPROVEMENT

Chelsea Graham, is KDL's full-time point person for MeL, but in addition to her hours, MeL processing has been supplemented with subs for quite a while. This has been difficult at times, particularly because staffing with subs means training and re-training, and it often means errors often find their way to staff and patrons in the branches. After just ONE week of processing, though, Joni, Katie, Janine, Megan, and Chelsea (see photo below) managed to cut out one process entirely (think moving roughly 150 books one less time per day), rearrange a processing desk to be closer to the shelving and move bookmarks to a more accessible location (less walking back-and-forth), shift/reduce shelving used, and more. These numbers aren't exact (we'll be measuring soon), but these changes alone probably saved between 5-8 hours of processing time per week.



• CODING CLASSES

KDL is continuing to offer and develop a slate of coding classes for patrons. This year, Grand Circus offered Intro to Coding classes reaching 40 patrons. Grand Circus is also developing an informational session, which will be part of the coding offerings this winter. Loop Coding Center hosted two programs this year for teens and their parents, reaching 20 patrons. The Programming Department and Loop Coding are planning another round of coding programs for teenagers yet this year.

• SUPERPARTYWONDERDAY

The 3rd annual Super Party Wonder Day is almost here. The festival is taking place on Sunday, August 11, 2pm to 7pm at The Meadows at Millennium Park. There are many improvements planned for the festival, along with new performers. Performers include Afro Zuman, Conrad Shock and the Noise, and Drums for All with Josh Dunnigan.

• SUMMER READING PERFORMERS

KDL has hosted a large number of new performers this season for Summer Reading. The Programming Department has been touring the county observing the performances and making connections for future programs. These performers included the wonderful Madcap Puppets, Juggling Funny Stories! with Chris Fascione, and the magic of Cameron Zvara.

• HISTORICAL PROGRAMMING

The Kelloggsville branch hosted a historical program developed by the Grand Rapids African American Museum and Archives. *Riot, Race and Reconciliation: 1967 Uprising in Grand Rapids* was held for 25 patrons on July 30 and included a lecture, film, panel discussion and photography exhibit.

KATIE KUDOS

• **KRYSTINE BOTSIS (Plainfield)** – Nominated by Susan Erhardt because, “Krystine made up four different animal picture scavenger hunts for kids to do this summer. They had a great time finding all of the animals and bringing their papers to the desk for stamps.”

• **LYNN GOLDBERG (Plainfield)** – Nominated by Jaime Brooks because, “She cleaned up not one but two big messes after Monday Story time! Thanks Lynn you are the best!”

• **GRAHM LAWCOCK (IT/PSD)** – Nominated by Eric DeHaan because, “I’ve worked with Graham on multiple occasions to address IT-related issues and he continues to impress me with his efforts to accommodate and his consistently positive attitude. While I appreciate the efforts of the entire IT team, Graham’s dedication to customer service is more than worthy of a hearty Katie Kudos! He’s a fantastic addition to KDL’s IT team.”



STAFF + PATRON RESPONSE STORIES

• **ALPINE** – “We had a teacher of 37 years come in to the branch and ask if she could use a space in the library to tutor. I showed her around and told her she was welcome to use any open space. She asked about being quiet. I let her know that we aren’t necessarily a quiet library and that typical tutoring activities are fine. I also let her know that Walker has study rooms on a first come, first served basis. She just kept saying how

impressed she was with the facility and all that the library has to offer. Theresa Eastman showed her the Booster Packs while I pulled out the bin of reading games. She was very excited to have resources that she could use for her lessons! She made sure we knew she is an 'information junky,' a teacher of 37 years, very involved in a literacy organization, and that she was just so impressed with KDL!"

• **BYRON CENTER** – From a patron: "I just wanted to say thank you for the mission booster packs for the summer. We checked them out right away and my kids loved the games. We had so much fun! They were sad to return them back after a week of fun. Also, I am an avid reader and didn't always check out books for myself, just for the kids. Afraid I'd never finish a book on time, and for whatever reason, getting rid of the fees has pushed me to read so much from the library and stop buying books! I love it. Thank you!! (We love you Byron branch!) - Abby"

"A father came in with his son (a reluctant reader), looking for something good to read. Unfortunately, we didn't have any copies of the titles and series he was interested in so we made some suggestions. They came back a couple weeks later and said they loved the recommendations and asked that we put a hold on others in the series. His excitement also led him to sign up for our summer reading club (the prizes didn't hurt either 😊)."

"On our Facebook page a patron recommended our library saying, 'Miss Dawn does a wonderful job leading preschool story time. She is kind, encouraging, and so patient with the young kids. My children love seeing her at the library!'"

"Earlier today, a patron returned a Mission Read Booster Pack and said that her daughter LOVED it. Her daughter, who will be entering kindergarten in the fall, had a blast with it and was so proud of herself to be starting to read!"

• **CALEDONIA** – "The teachers and kids from the Milestones Preschool summer program stopped in with a beautiful handmade card, cookies, and fruits and vegetable from their garden. They wanted to thank us for all the great programs we've had this summer!"

• **COMSTOCK PARK** – "While cleaning up from a toddler time Ashley overheard a few of the storytime moms chatting:

1st mom: 'Yeah, we love getting our movies and books on Hoopla – all you do is enter your card number.'

2nd mom: 'Oh yeah? I always get mine on the at cloud library app. Is it all the same stuff?'

3rd mom: 'No, it's like another collection. There's just so much stuff you can find – I love being able to get it all for free!'"

Another patron: "On rainy days like this, we always call these our library days."

• **PATRON SERVICES** – From a fellow library worker: "Hi, Kent District Library -- I work at a small public library in Florence, Massachusetts and your 'What's Next' database is an invaluable resource not only for our staff but for our patrons. We have lots of kids and teenagers (and even adults like me) who are addicted to various series books. Our catalogue doesn't handle them particularly well in terms of their series order, so I'm always looking up things in your database, and recommending it to our patrons. We even have it bookmarked at the top of the screen for our circulation program. THANK YOU! THANK YOU!! THANK YOU!!! -- Jennifer Lewis, Lilly Library Circulation Desk, Florence, Massachusetts"

UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., Sept. 19, 2019	4:30 PM	KDL Nelson Twp/Sand Lake Branch
KDL Budget Work Session	Thurs., Oct. 10, 2019	4:30 PM	KDL Service Center
KDL Regular Board Meeting	Thurs., Oct. 24, 2019	4:30 PM	KDL Englehardt 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
MAPERS	September 21-24, 2019	All Day	Kalamazoo, MI
MLA Annual Conference	October 16-18, 2019	All Day	Novi, MI

NEW APPOINTMENTS	POSITION	EFFECTIVE
Kathryn Ames	Substitute Circulation Assistant	August 15
Jessica Weber	Substitute Circulation Assistant	August 15

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Immanuel Deliyannides	Substitute Circulation Assistant	Circulation Assistant – Plainfield	July 29
Jake Ryan	Circulation Assistant – Plainfield	Programming Specialist – Service Center	July 29
Aislynn Wallace	Substitute Circulation Assistant	Circulation Assistant – Caledonia	July 29
Sarah Talbert	Substitute Circulation Assistant	Circulation Assistant – Cascade	August 5
Julie Visser	Shelver – Grandville	Circulation Assistant – Grandville	August 5
Leisl Bruxvoort	Summer Library Intern – Kentwood	Substitute Circulation Assistant	August 16
Montana Earegood	Summer Library Intern – Wyoming	Substitute Circulation Assistant	August 16
Kathy Lewis	Circulation Assistant – Krause Memorial	Circulation Assistant – Tyrone Township	August 19

DEPARTURES	POSITION	EFFECTIVE
Tina Bennett	Circulation Assistant – Grandville	July 26
Phil Kunnen	Circulation Assistant – Kelloggsville/Wyoming	August 9

OPEN POSITIONS	TYPE
Shelver – Plainfield	Part-time
Circulation Assistant – Wyoming (2 positions)	Part-time
Shelver – Grandville	Part-time
Teen Paraprofessional – Kelloggsville	Full-time
Substitute Information Staff (2 positions)	Temporary

EMPLOYEE ANNIVERSARIES (SEPTEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Barbara Jingles	Grandville	35 years
Susan Erhardt	Plainfield	27 years
Michelle Toren	Walker	25 years
Rich Nagel	Information Technology	24 years
Jan DeVries	Walker	22 years
Barb Malburg	Comstock Park	21 years
Beth Green	Gaines Township	18 years
Ali Kuchta	Collection Development	18 years
Kip Odell	Programming	18 years
Dan Palasek	Marketing/Communications	17 years
Meredith Schickel	Byron Township	17 years
Sheri Glon	Administration	14 years
Shari Piccard	Gaines Township	14 years
Debbie Beard	Caledonia	13 years
Cindy Seif	Caledonia	11 years
Kathleen Knott	Gaines Township	10 years
Greg Lewis	Kentwood	10 years
Craig Buno	Walker	9 years
Vanessa Fisk	Nelson Township/Sand Lake	7 years
Mary Valentine	East Grand Rapids	6 years
Megan Russ	Grandville	6 years
Kate Allen	Patron Services	5 years
Jaime Brooks	Plainfield	4 years
Jason Hetrick	East Grand Rapids	4 years
Courtnei Moyses	Kelloggsville	4 years
Olivia Yeadon	Krause Memorial	4 years
Patricia Kuharevicz	Substitute Info Staff	4 years
Rebecca Lindemulder	Substitute Info Staff	3 years
Jaci Cooper	Administration	3 years
Nancy Kay	Gaines Township	3 years
Katie Lawrence	Grandville	3 years
Betsy Riddell	Substitute Info Staff	3 years
Dan Van Oeveren	Substitute Info Staff	3 years
Donna Cowart	Tyrone Township	2 years
Kathy Lewis	Krause Memorial	2 years
Caleb Moore	Spencer Township	2 years
Laura Powers	Finance	2 years
Melissa English	Krause Memorial	1 year

Kelly Garvin	Walker	1 year
Gwen Genzink	Substitute Info Staff	1 year
Sheri LaPorte	Kentwood	1 year
Audrey Barker	Caledonia	1 year
Maggie Maxwell	Plainfield	1 year
Margo Taylor	Caledonia	1 year
Robert McVay	Substitute Info Staff	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 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"/>
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 201911

TRUTH IN TAXATION - 2019 MILLAGE TAX RATE REQUEST

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 August 15, 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, the Kent District Library was established pursuant to the Kent District Library Agreement; and

WHEREAS, the district of the Kent District Library ("District") consists of the entire geographic area of Kent County except for the City of Grand Rapids, the City of Cedar Springs, Solon Township, Sparta Township, the Village of Sparta, and those portions of Bowne Township and Caledonia Township which are located within the Thornapple Kellogg school district; and

WHEREAS, pursuant to the District Library Establishment Act, 1989 PA 24, as amended ("DLEA"), the Board is authorized to levy a tax upon all taxable property within the District, provided that the districtwide tax is authorized by the electors of the District; and

WHEREAS, on August 5, 2014, the electors of the District authorized the Board to levy a districtwide property tax in the amount of 1.28 mills for ten (10) years (2014 through 2023, inclusive) to provide funds for district library purposes; and

WHEREAS, the Library held a public hearing on the proposed millage rate to be levied in 2018 at the regular meeting on August 15, 2019 and the hearing complied with the requirements of the General Property Tax Act, including MCL 211.24e (Truth in Taxation); and

WHEREAS, as authorized by the General Property Tax Act, the Library Board desires to levy the maximum permitted millage rate of 1.2661 mills;

NOW, THEREFORE, BE IT RESOLVED by the Kent District Library Board that:

1. The Board hereby certifies that the electors of the District approved a maximum annual tax rate of 1.28 mills (\$1.28 per \$1,000) for ten (10) years (2014 through 2023, inclusive) at an election held on August 5, 2014 to be used for district library purposes.

3. Pursuant to Act 24, the Board hereby levies on December 1, 2019, a property tax upon all taxable property within the District in the amount of 1.2661 mills (1.2661 per \$1,000) on the taxable value of such property, as finally equalized, to provide funds for district library purposes.

4. The Board hereby certifies that the millage to be levied on all taxable property in the District has been reduced, if necessary, to comply with Article 9, Section 6 of the Michigan Constitution of 1963 and that the millage to be levied has also been reduced, if necessary, to comply with MCLA 211.24e and 211.34.

5. The Library Director is hereby authorized and directed to provide a certified copy of this Resolution and the 2019 Tax Rate Request on Michigan Department of Treasury Form L-4029 to the Kent County Clerk, the Kent County Equalization Department, and to each Township and City Clerk included in the District in the form attached as Exhibit A.

ADOPTED this 15th day of August, 2019.

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
COUNTY OF KENT)

CERTIFICATION

WE HEREBY CERTIFY that the foregoing is a true and complete copy of a Resolution adopted by the District Library Board of the Kent District Library at a meeting held on August 15, 2019, the original of which is on file at the Kent District Library Service Center and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: August 15, 2019

Allie Bush Idema, KDL Board Secretary

Dated: August 15, 2019

Sarah "Penny" Weller, KDL Board Chair

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Dept.(s)
COPY TO: Each Twp or City Clerk

County	KENT	2019 Taxable Value (All)	18,426,752,240
		2019 Taxable minus RenZones	18,426,752,240
Local Government Unit	KENT DISTRICT LIBRARY		

**PLEASE READ THE
ENCLOSED
INSTRUCTIONS
CAREFULLY.**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.

The following tax rates have been authorized for levy on the 2019 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Millage Authorized by Election, Charter, etc.	(5) 2018 Millage Rate Permanently Reduced by MCL 211.34d	(6) 2019 Current Year Millage Reduction Fraction	(7) 2019 Millage Rate Permanently Reduced by MCL 211.34d	(8) Sec. 211.34 Millage Rollback Fraction	(9) Maximum allowable Millage Rate*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
VOTED	LIBRARY AUTHORITY	8/5/2014	1.2800	1.2733	0.9944	1.2661	1.0000	1.2661		1.2661	12/31/2023
Prepared by Matthew Woolford	Co-Sign - Prepared/Verified	Title Equalization Director			Total Operating Allowed Co-Sign Title			1.2661			Co-date CED-Date 4/30/2019

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.121(3).

	Clerk	Signature	Type Name	Date
	Secretary	Signature	Type Name	Date
	Chairperson	Signature	Type Name	Date
	President	Signature	Type Name	Date

*Under *Truth in Taxation*, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on the reverse side for the correct method of calculating the millage rate in column (5).

BUDGET + FINANCE

[5.1: Investments](#)

[5.1.1: Annual Budget & Adjustments](#)

[5.1.2: Fund Balance](#)

[5.2: Contracting for Goods, Services, & Works of Improvement](#)

[5.3: Conflict of Interest - Board & Staff](#)

[5.3.1 Contest Participation](#)

[5.4: Code of Ethics - Board](#)

[5.5: Petty Cash](#)

[5.6: Acceptance of Non-Book Gifts](#) **CHANGE**

[5.7: Credit Card Use](#) **CHANGE**

[5.8: NSF Check Return Fee](#)

[5.9: Fraud Prevention](#)

[5.10: Capture of KDL Millage](#)

[5.11: Fundraising](#)

[5.12: Records Retention](#)

[5.13: Fixed Assets](#)

KDL POLICY 5.11

INVESTMENTS

LAST REVISED 7-21-17

1. STATEMENT OF PURPOSE

It is the policy of Kent District Library to invest its funds in accordance with the investment objectives listed below in order to meet the daily cash flow needs of the Library while complying with all state statutes governing the investment of public funds.

2. SCOPE OF POLICY

This investment policy applies to all financial assets of Kent District Library. These assets are accounted for in the various funds of the Library and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, fiduciary funds, permanent funds, and any new fund established by Kent District Library.

3. INVESTMENT OBJECTIVES

The primary objectives, in priority order, of Kent District Library's investment activities shall be:

- **Safety** – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall portfolio.
- **Diversification** – The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- **Return on Investment** – The investment portfolio shall be designed with the objective of obtaining a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives.

4. DELEGATION OF AUTHORITY TO MAKE INVESTMENTS

Authority to manage the investment program is derived from [MCL 397.182](#). Management responsibility for the investment program is hereby delegated to the Board Treasurer or ~~Chief Financial Officer (CFO)~~ Director of Finance as designee of the Board Treasurer) who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures shall include references to: Safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Board Treasurer. The Board Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Board Treasurer may delegate any day-to-day functions under this investment policy to the ~~CFO~~ Director of Finance as his or her designee.

5. LIST OF AUTHORIZED INVESTMENTS

Kent District Library is limited to the following investments authorized by [Act 20 of 1943](#), as amended:

- a. The Kent County Investment Pool, an investment pool organized under the [Local Government Investment Pool Act, 1985 PA 121](#), -MCL 129.141 et seq.
- b. Bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States.
- c. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution as defined in MCLA 129.91(4) provided that the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of the State of Michigan or the United States.
- d. Repurchase agreements consisting of instruments listed in b., above.

6. AUTHORIZED FINANCIAL DEALERS & INSTITUTIONS

Cash equivalents or deposits shall be authorized with those Financial Institution(s) through a Resolution by the Board of Trustees, to perform the banking function of the Organization. The approved financial institution shall certify that they have: (1) received KDL's investment policy, (2) have read the policy, and (3) will comply with said terms of the policy.

7. STATEMENT CONCERNING SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by Kent District Library shall be on a cash basis. Securities may be held by a third party custodian designated by the Board Treasurer (or ~~CFO~~ Director of Finance as designee of the Board Treasurer) and evidenced by safekeeping receipts as determined by the Board Treasurer (or ~~CFO~~ Director of Finance as designee of the Board Treasurer).

8. STANDARD OF PRUDENCE

The Board Treasurer (and the ~~CFO~~ Director of Finance as designee of the Board Treasurer) shall make such investments and only such investments as a prudent person would make in dealing with the property of another having in view the preservation of the principal and the amount and the regularity of the income to be derived.

9. STATEMENT OF ETHICS

The Board Treasurer, the ~~CFO~~ Director of Finance as designee of the Board Treasurer, and any other Board members and staff involved in the investment of funds shall refrain from personal business activity that could conflict with the proper execution and management of District Library investments or that could impair their ability to make impartial investment decisions.

10. INVESTMENT ACTIVITY REPORT

The Board Treasurer and the ~~CFO~~ Director of Finance shall provide monthly reports to the Board concerning the investment of District Library funds. The ~~CFO~~ Director of Finance shall provide a detailed annual investment report, including account and fund information during the annual budget work session. The KDL Board will annually designate its depositories and/or Kent County Investment Pool for the coming year during the adoption of the budget.

KDL POLICY 5.1.1

ANNUAL BUDGET & ADJUSTMENTS

LAST REVISED 7-21-17

The Kent District Library Board of Trustees will establish an annual budget at its November meeting for the following calendar year. The Executive Director and ~~CFO~~ Director of Finance will present the annual budget with historical data and future projections to the Board at its annual budget work session in October.

The budget is a working document. Changes in projections, projects, or unknown events are cause for variations from budget to actual numbers. As such, during the course of the fiscal year (January – December), budget adjustments will be presented by the Executive Director and ~~CFO~~ Director of Finance to the Board as needed to keep the budget accurate. Budget adjustments will be requested as needed.

KDL POLICY 5.1.2

FUND BALANCE

LAST REVISED 7-21-17

This policy has been adopted by the ~~KDL~~ Kent District Library Board of Trustees to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that Kent District Library maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs;
- Offset significant economic downturns or revenue shortfalls;
- Provide funds for unforeseen expenditures related to emergencies; and
- Secure and maintain investment grade bond ratings.

The following definitions of fund types will be used in reporting governmental fund activity. The Library may or may not report all fund types in any given reporting period based on actual circumstances and activity.

General Fund – used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Fund – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Debt Service Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for principal and interest.

Capital Projects Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisition or construction of capital assets.

Permanent Funds – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library’s objectives.

Internal Service Fund – used to report an activity that provides services or goods to departments of the library on a cost-reimbursement basis.

The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:

Non-spendable Fund Balance – amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to be maintained intact. *Classification* of non-spendable amounts will be determined before all other classifications and consist of the following:

- The Library will maintain a fund balance equal to the balance of any long term outstanding balances due from others;
- The Library will maintain a fund balance equal to the value of inventory balances and prepaid items unless those items are offset with liabilities and actually result in fund balance;
- The Library will maintain a fund balance equal to the principal of any permanent funds that are legally or contractually required to be maintained intact; and
- The Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.

Restricted Fund Balance – amounts that can be spent only for specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed Fund Balance – amounts that can be used only for the specific purposes determined by a formal action of the KDL Board. (*Authority to Commit:* a majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.)

Assigned Fund Balance – amounts intended to be used by the Library for specific purposes, but do not meet the criteria needed to be classified as restricted or committed. In governmental funds, other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. (Authority to Assign: the KDL Board delegates to the ~~CFO~~ **Director of Finance** the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available [spendable, unrestricted, uncommitted] fund balance in any particular fund.)

Unassigned Fund Balance – is the residual classification for the Library's General Fund and includes all spendable amounts not included in the other classifications. In other funds, the unassigned classification is used to report a deficit balance from overspending amounts that have been designated as restricted, committed, or assigned.

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying Fund Balance Amounts – Fund balance classifications indicate the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination thereof. The General Fund may also include an unassigned amount.

Encumbrance Reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts not previously restricted, committed, or assigned, will be classified as committed or assigned based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization Of Fund Balance Use – When an expenditure is incurred, when both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it will be the policy of the Library to consider restricted amounts to have been reduced first. If an expenditure is made that is applicable to any of the unrestricted fund balance classifications, it will be the policy of the Library to reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.

Minimum Unassigned Fund Balance – The Board has designated a minimum unassigned fund balance for the Library's General Fund of 15-20 percent of the subsequent year's budget. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment. The ~~CFO~~ **Executive Director** and ~~CFO~~ **Director of Finance** will provide a report of the fund balance as part of setting the annual budget, approving budget adjustments, or as requested.

KDL POLICY 5.2

CONTRACTING FOR GOODS, SERVICES, & WORKS OF IMPROVEMENT

LAST REVISED 7-21-17

Goods and services are defined to include supplies, operating services, maintenance agreements, insurance policies, professional services, and leases for equipment and facilities. Works of improvement are defined to include improvements to the Service Center building and site, and durable goods such as furniture and moveable equipment for all locations as needed to support Library operations.

The purchase of goods, services, and works of improvement needed by Kent District Library shall be made using sound purchasing practices and business procedures to ensure the timely receipt of goods, services, and works of improvement of a quality appropriate to the needs of the Library at the lowest responsible costs.

The **Executive** Director and **CEO Director of Finance** are **each** authorized to make purchases for all items when the cost per item is under \$15,000. For purchases when the cost per item exceeds \$15,000 and is under \$30,000, the Director and **CEO Director of Finance** are authorized to make purchases after obtaining a minimum of three quotations. The above-noted purchases require the signatures of both the **Executive** Director and the **CEO Director of Finance** and will be reported to the Board at its next meeting.

Goods, services, and works of improvement costing over \$30,000 and no more than \$50,000 shall require three or more quotations to determine price and availability. The Library Board's approval is required, within the confines of the approved budget, for all purchases or contracts in excess of \$30,000 with the exception of advertising provided for in the approved Advertising/Promotions budget and PCs, computer peripherals, and software provided for in the approved annual Technology Plan. These items may be purchased without prior Board approval on each purchase. Ongoing budgeted operational supply purchases are exempt from this policy. Staff will annually survey product costs from various vendors to ensure competitive pricing.

Contracts for the purchase of goods, services, and for works of improvement costing over \$50,000 shall be advertised for sealed bids once a week for two consecutive weeks in at least one newspaper of general circulation within Kent County. The award of contract for such goods, services, and works of improvement shall be approved by the Board of Trustees.

Kent District Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid. There may be some items/services for which there is only one supplier, and therefore it may be impossible to have competitive bids. In such cases, the Board may waive the requirement for bids.

Notwithstanding any other provision of this Section 5.2, the Board may waive the requirement for bids for the purchase of goods and services or for works of improvement if the Board determines that such action is in the best interest of Kent District Library under the circumstances of a particular contract.

KDL POLICY 5.3

CONFLICT OF INTEREST – BOARD & STAFF

LAST REVISED 4-21-06

Kent District Library complies with [Michigan Compiled Laws 15.321 et seq.](#) Members of the Board of Trustees will annually sign a Conflict of Interest Statement (see below) to ensure compliance with the law.

CONFLICT OF INTEREST STATEMENT - BOARD

I have read and understand the law pertaining to conflicts of interest (Michigan Compiled Laws 15.321 et seq.), which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.

Signature: _____ Date: _____

DISCLOSURES (Indicate “none” if applicable. Otherwise, please give a brief explanation of the conflict):

CONFLICT OF INTEREST STATEMENT – STAFF

Kent District Library respects the rights of its employees in their activities that are private in nature and in no way conflict with or reflect upon the Library. Financial or personal obligations such as part-time employment with outside firms or individuals which affect judgment in carrying out Library business, or that would create the appearance of impropriety, shall be avoided.

To that end, all supervisors and non-union staff will annually read and sign Conflict of Interest Statements. All other staff will sign a Conflict of Interest Statement at the time of hire. If there are any situations which arise during the year that create a potential conflict as described in this policy, the employee shall make a written disclosure to the **Executive** Director who shall provide it to the **Kent District Library** Board of Trustees.

STAFF CONFLICT OF INTEREST STATEMENT

I have read and understand Kent District Library Policy 5.3 governing conflict of interest. I understand that by signing this statement, I certify that I and my family have no direct or indirect interest in firms or individuals doing business with Kent District Library (other than those disclosed below). I also certify that neither I nor my family act in a fiduciary capacity for firms or individuals doing business with Kent District Library (other than those disclosed below).

I understand and agree that if a potential conflict arises after the filing of this statement, I will disclose it to the ~~Library~~ **Executive** Director in writing and receive approval from the Library Board before proceeding to become involved.

Signature: _____ Date: _____

DISCLOSURES (Indicate "none" if applicable. Otherwise, please give a brief explanation of the conflict):

KDL POLICY 5.3.1

CONTEST PARTICIPATION

LAST REVISED 9-19-13

To promote Library services and support the Library's mission, KDL sponsors contests for its patrons. Contests are open to all KDL cardholders and interested parties regardless of affiliation with the Library pursuant to the specific rules and regulations of each contest. KDL strives to administer all contests fairly and impartially, awarding prizes in accordance with the specific rules and regulations of each contest.

KDL POLICY 5.4

CODE OF ETHICS – BOARD

LAST REVISED 6-18-09

The Kent District Library Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library Board, promote public confidence, and further the attainment of Library goals. The Board has determined that it is in the Library's best interests to adopt a code of ethics setting forth the following standards of conduct required of all Library Board members.

1. **Mission and Policies:** A trustee shall abide by and support the mission statement of the Library and the policies adopted by the Board.
2. **Matters before the Board:** A trustee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.
3. **Confidential Information:** No trustee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in a closed session of the Board of Trustees.
4. **Board Action:** Unless delegated by the Board, a trustee has no individual authority to bind the Board. Board decisions may only be made by a majority vote at an open meeting. A trustee shall abide by a majority decision of the Board even if he/she personally disagrees and shall take no public or private action that compromises or disparages Board decisions and actions.
5. **Participation:** A trustee shall participate in official Board discussions and decisions and reach conclusions after deliberation and full public debate with fellow trustees in a public meeting.
6. **Improper Influence:** A trustee shall not improperly influence or attempt to improperly influence other officials, including fellow trustees, to act at his/her behest. A trustee shall follow only legal and ethical procedures to bring about desired changes.
7. **Cooperation:** A trustee shall work cooperatively and effectively with governmental agencies, political subdivisions, and other organizations in order to further the interests of the Library.
8. **Gifts:** No trustee shall directly or indirectly solicit, accept, or receive any money or gift, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

9. **Complaints:** A trustee shall not act on complaints from the public or staff on Library matters, but shall refer complaints to the **Library Executive** Director. Unresolved complaints may be taken up for Board action if a policy revision is necessary or legal consequences result.
10. **Investments in Conflict with Official Duties:** No trustee of the Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.
11. **Private Employment:** No trustee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
12. **Use of Library Property:** No Library trustee shall use or permit the use of property, owned or leased by the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.

DISTRIBUTION OF THIS CODE

A copy of this code shall be distributed annually to, and acknowledged by, every trustee of the Library. Each trustee appointed thereafter shall be furnished a copy before entering upon the duties of his or her office and shall acknowledge receipt thereof.

CODE OF ETHICS – ACKNOWLEDGEMENT

I understand that the purposes of this policy are to increase the effectiveness of the Library's decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to further Library goals.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature: _____

Print Name: _____

Date: _____

KDL POLICY 5.5

PETTY CASH

LAST REVISED 7-21-17

The Board of Trustees of Kent District Library authorizes individual petty cash funds to exist at the Finance Department and at the branches. The funds are to be used for small miscellaneous purposes. The ~~CFO~~ **Director of Finance** and the branch managers shall serve as petty cash custodians.

KDL POLICY 5.6

ACCEPTANCE OF NON-BOOK GIFTS

LAST REVISED 9-16-10

Kent District Library may accept non-book gifts (e.g., plants, art, musical instruments, aquariums, office equipment, etc.), if the cost of supporting the ongoing maintenance is part of the gift. If maintenance is not part of the original gift, the gift will be accepted only if the funding for the maintenance is within the budget of the Library. Gifts involving ongoing maintenance costs require the approval of the **Library Executive** Director prior to acceptance. No gifts are accepted with restrictions. All gifts may be utilized, sold, or disposed of in the best interest of the Library.

Event Sponsorships

Programs held at KDL's branch libraries that are underwritten by an individual or corporate sponsor may be acknowledged at the branch by appropriate signage. Such signage will be placed within close proximity of the event's promotion. The signage shall be removed after the sponsored event has taken place.

Acknowledging Sponsorship of Equipment, Furniture, and Fixtures

Signage acknowledging a donor's sponsorship of durable equipment, furniture, and/or fixtures that stay at the branch until and if the Library deems it appropriate to remove it. Such signage shall remain near the sponsored equipment/furniture and will list the name of the donor(s).

The library reserves the right to have the donor's name engraved on certain types of furniture such as benches, play stations, outdoor playsets, etc.¹

1. *Two new policies added to clarify that KDL has the right to acknowledge donors for gifts or sponsorships.*

KDL POLICY 5.7

CREDIT CARD USE

LAST REVISED 7-21-17

Kent District Library maintains corporate credit card accounts. These cards are to be used for the purchase of goods or services for the official business of the Library. The ~~CFO~~ Director of Finance is responsible for overseeing credit card issuance, monitoring, retrieval, and compliance with this policy. The total purchases made through the Library's multiple credit cards will not exceed ~~\$75,000~~ \$100,000 per month.²

The balance, including interest, due on an extension of credit under the credit card arrangement shall be paid within not more than 60 days of the initial statement date.

2. Credit card purchases increased from \$75k to \$100k to reflect current business needs.

KDL POLICY 5.8

NON-SUFFICIENT FUNDS (NSF) CHECK RETURN FEE

LAST REVISED 7-21-17

Kent District Library will charge \$30.00 per check for all returned checks. The \$30.00 fee covers the cost of labor to handle the returned check and the bank fee charged to KDL for the return.

KDL POLICY 5.9

FRAUD PREVENTION

LAST REVISED 7-21-17

Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation or other financial irregularities.
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files).
- Improprieties in the handling or reporting of financial transactions.
- Misappropriation of funds, securities, supplies, inventory, or any other asset belonging to the Library, its employees, or Library visitors (including collection materials, furniture, fixtures, or equipment).
- Authorizing or receiving payment for goods not delivered/received or services not performed.
- Authorizing or receiving payments for hours not worked.

Fraud or related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Any employee or trustee who knows or has reason to know of fraud or related misconduct shall report that to the ~~Library Executive~~ Director or the Chair of the Board of Trustees. Trustees and employees are expected to use their best efforts to be aware of indications of fraud and related misconduct in their areas of responsibility.

When fraud or related misconduct is reported, the ~~Chief Financial Officer~~ Director of Finance, under the direction of the ~~Library Executive~~ Director, will conduct an appropriate investigation and take all necessary action, including reporting such activity to the appropriate authorities.

KDL POLICY 5.10

CAPTURE OF KDL MILLAGE

LAST REVISED 7-21-17

Kent District Library is a taxing authority permitted to levy ad valorem taxes for library purposes by virtue of a voter approved millage ("Library Millage"). In keeping with the designated purpose of the approved millage, the Kent District Library Board seeks to maintain and preserve Library Millage for library purposes.

Municipalities located within the district served by Kent District Library are authorized to establish various tax increment authorities under state law and to adopt development and tax increment financing plans that may result in the capture of a portion of Library Millage by such authorities. These tax increment authorities may include, but are not limited to, downtown development authorities, local development finance authorities, and corridor improvement authorities.

Under certain circumstances, the Kent District Library Board is authorized to exempt Library Millage from capture by such authorities. As a means of preserving Library Millage for library purposes, the Library Board will exercise its right to exempt Library Millage from capture by such authorities to the extent permitted by law.

KDL POLICY 5.11

FUNDRAISING

LAST REVISED 7-21-17

Kent District Library will adhere to the highest ethical standards while engaging in fundraising activities. Kent District Library supports the Association of Fundraising Professionals' [Code of Ethical Principals and Standards](#).

Kent District Library believes that responsible stewardship and respect for donors is essential. Kent District Library supports a [Donor Bill of Rights](#) to direct our relations with current and prospective donors.

KDL POLICY 5.12

RECORDS RETENTION

LAST REVISED 7-21-17

In order to meet the administrative, legal, fiscal, and archival requirements of the State of Michigan, Kent District Library will manage its records in accordance with the [General Schedule #17 \(GS #17\)](#) developed for Michigan public libraries. If and when GS #17 is amended, Kent District Library will modify its procedures as necessary to remain in compliance with this schedule.

KDL POLICY 5.13

FIXED ASSETS

LAST REVISED 7-21-17

Kent District Library purchases short-term and long-term fixed assets. Fixed Assets include land, land improvements, buildings, building improvements, equipment, furniture, physical collection and fixtures that:

1. Have a useful life of more than three years;
2. Are acquired for use in the KDL operation; and
3. Are not intended for resale.

Threshold

The cost of an individual asset item to be capitalized shall exceed \$5,000. Any asset not meeting this threshold shall be expensed in the current period.

Video Inventory

Video inventory is less time-consuming than physical inventory and will be done on a yearly basis.

Additions

The acquisition cost of land, buildings, and equipment shall include all reasonable and necessary expenditures to get the item(s) in place and ready for the intended use. This includes, but is not limited to, invoice price, legal fees, installation costs, and freight. All additions shall be made in compliance with Policy 5.2, and recorded in the current period and correctly classified.

Disposals

No item of property or equipment shall be removed from Library property without approval of the ~~CFO~~ Finance Department. Furniture and equipment valued at less than \$500 may be offered to KDL employees for purchase at fair market value, determined by the Library, on a first come, first serve basis. Furniture and equipment valued at more than \$500 will be offered to the public.

The Library is not responsible or liable for the condition of any surplus furniture or equipment nor will the Library provide support or maintenance for furniture or equipment purchased by staff or through public auction.

At the time the property is retired, it will be recorded as required by generally accepted accounting principles. When the disposal is via a trade-in of a similar asset, the acquired asset should be recorded at the book value of the trade-in asset plus any additional cash paid. In no instance should such cost exceed the fair market value for the new asset. Fully depreciated assets remain on the fixed asset list with related accumulated depreciation as long as the property is still in use.