



**BOARD OF TRUSTEES
Meeting Packet**

12

DECEMBER 2019

DRAFT



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

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

DATE + TIME

Thursday, December 19, 2019 at 4:30 p.m.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: November 21, 2019
- C. Request for Closing – Reschedule of the East Grand Rapids Branch In-Service Day from October 27, 2020 to November 3, 2020.

4. LIAISON REPRESENTATIVE COMMENTS

5. PUBLIC COMMENTS**

6. FINANCE REPORTS – November 2019*

7. LAKELAND LIBRARY COOPERATIVE REPORT

8. DIRECTOR'S REPORT – November 2019

9. NEW BUSINESS

- A. 2020 Election of Officers*
- B. 2020 Trustee Board Assignments*
- C. Resolution: Third 2019 Budget Amendment* *Roll Call Vote*
- D. Resolution: Health Insurance Funding* *Roll Call Vote*
- E. Resolution: Letter in Support of Senate Bill 611* *Roll Call Vote*

10. LIAISON REPRESENTATIVE COMMENTS

11. PUBLIC COMMENTS**

12. BOARD MEMBER COMMENTS

13. MEETING DATES

Next Regular Meeting: Thursday, January 16, 2020 – KDL Service + Meeting Center, 4:30 p.m.

14. CLOSED SESSION – Labor Agreement* *Roll Call Vote*

15. CLOSED SESSION – Director's Performance Evaluation* *Roll Call Vote*

16. DIRECTOR'S ANNUAL PERFORMANCE EVALUATION

17. ADJOURNMENT

* *Requires Action*

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



BOARD OF TRUSTEES MEETING MINUTES

LOCATION

KDL Wyoming Branch (3350 Michael Ave SW, Wyoming, MI 49509)

DATE

Thursday, November 21, 2019 at 7:00 PM

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

BOARD ABSENT: None.

STAFF PRESENT: Katie Blakeslee, Jaci Cooper, Lindsey Dorfman, Anjie Gleisner, Randy Goble, Kelaine Mish, Brian Mortimore, Kip Odell, Laura Powers, David Specht, Kurt Stevens, Angie Stout, Lance Werner, Carrie Wilson

GUESTS PRESENT: Judy Barszcz, Bill Brinkman, Linda Kibbey, Valerie Morris, Jan Schulling, David Stout

1. CALL TO ORDER

Chair Weller called the meeting to order at 7:01 PM.

2. PLEDGE OF ALLEGIANCE

*3. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Minutes: October 10, 2019 (Open and Closed Sessions), October 24, 2019

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – Plainfield Township Treasurer Bill Brinkman gave the following update:

- A committee for the township's new Community Center has been formed. Financing is currently being discussed.
- Though exact details cannot be given, the Wolverine Worldwide PFAs lawsuit is going well.

5. PUBLIC COMMENTS – Jan Schulling, a Grandville Friends representative and a president of the Friends of the Library Alliance, thanked everyone for the Friends and Volunteer luncheon that was held on November 15 at the Cascade branch. Ms. Schulling also expressed her gratitude to the Board for their support over the last 26 years. She concluded by praising the exemplary employees KDL has and appreciates the great job everyone does.

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6. PUBLIC HEARING – 2020 BUDGET

Roll Call Vote

Motion: Ms. Oliver moved to recess the Kent District Library Board meeting at 7:06 PM to commence the public hearing on the 2020 Budget.

Support: Supported by Mr. Noreen.

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.

There were no public comments regarding the 2020 budget.

Motion: Mr. Myers moved to close the public hearing and reconvene the regular Board meeting at 7:07 PM.

Support: Supported by Mr. Erlewein.

7. FINANCE REPORTS – October 2019

- The Director of Finance gave a brief overview of the October cash report, expenditures and revenues. Cash appears to be up \$1.5M over the prior year, but with transfers pending. With these considered, cash is actually up approximately \$500K over the prior year.
- KDL is 83% through the fiscal year, has received 102.2% of budgeted annual revenues and has spent 69.6% of budgeted expenditures.
- December's agenda will also include a budget amendment.
- KDL received the personal property tax reimbursement, which was significantly up from what the State of Michigan predicted in the fall of 2018, coming in at \$426K, rather than the anticipated \$200K.
- The largest check written for the month of October was to Priority Health for \$138K for health insurance.
- Last month, the Board requested a voided check report, which was included in this month's financials. The vendor on the report did not receive their check so KDL Finance reissued it.
- After putting out an RFP for investment advisor services, four potential firms were interviewed by a team consisting of one board member, two members of the KDL Finance Department, the Director of Finance, the Director of Human Resources and the Executive Director. Ms. Powers plans to bring a recommendation to the board in January.

Motion: Mr. Noreen moved to receive and file October 2019 finance reports as presented.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

8. BRANCH MANAGER UPDATE – ANJIE GLEISNER

- Ms. Gleisner has been manager of the Wyoming branch since August 5th. Since then, much of her time has been spent getting to know the staff members, their roles and responsibilities, community members and school administrators, along with the building and equipment.
- Wyoming has a new Mom and Baby support group hosted by staff member Abby D'Addario. The group features baby play, bonding with other mothers and special guests from the Kent County Health Department who are available to answer questions. The Wyoming Friends Group recently offered to support gift bags for new moms as well.
- Circulation Manager Karen Small and Ms. Gleisner are both mentoring at Godfrey Lee Early Childhood Center and report positive experiences.

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- The branch had an overwhelming turnout for a recent Holocaust Survivor Speaker, Martin Lowenberg, and plans to accommodate a larger crowd by hosting another event in the future at a larger venue nearby.
- Youth Specialist Ty Papke works on a team that plans to establish a small satellite collection at Godfrey Lee Alternative High School, which currently does not have a library. The school would provide space, staffing and shelving while KDL will provide the materials and ILS access.
- Wyoming will be one of two KDL locations to offer patrons the opportunity to speak with a Legal Aid Attorney via an Amazon Echo device in one of the study rooms.
- Clare O'Tsuji, the new youth paraprofessional at Kelloggsville, has been working with new school media specialist Keith Caterino and Principal Jim Arnold to make the library more inviting and supportive of the high school's teens. Weekly teen zones are now drawing over 30 teens at a time.
- The Library for the Blind and Physically Handicapped (LBPH) has recently changed its name to the Talking Book and Braille Center. Shelley Roossien's role within KDL will be changing to encompass more system wide responsibilities.

The Board asked questions of Ms. Gleisner and she responded.

9. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the November 14, 2019 meeting:

- The new fiscal year for 2020 started October 1.
- LLC has issued non-resident card policy changes to reflect current practices.
- The meeting spent a significant amount of time on the McMillan Boycott discussion. The LLC hopes to have a million letters sent out by the end of the year.
- Asked Director Werner to comment on Senate Bill 611, to which he shared: The bill currently has bipartisan support, though the Michigan Library Association does not support it yet.

New language was added to the bill that will allow some libraries to opt out if they so choose and will further define what sort of crimes will be covered under the law.

- The LLC voted to send letters to MLA and other legislators in support of the bill.
- The FY 2019-2020 Meeting Calendar was approved.

10. DIRECTOR'S REPORT – October 2019

- Mr. Werner asked Katie Blakeslee, the new point person for the KDL Board of Trustees. Ms. Cooper will be promoted to a Project Management role and many existing duties of front desk administration have been delegated out. Board-related tasks have been added in. Ms. Blakeslee gave a brief background.
- Director Werner reviewed some rules of the Open Meetings Act that the Board had previous questions about.
- Director Werner spoke about a new initiative with Spectrum Health providing clinical services and screenings to the general public and thanked Crystal Logan-Syrewicze and Liz Guarino for their work on the partnership.
- Attorney Lee Marvin will be conducting workshops for new Americans.
- The Kentwood branch will be testing new translation services. Kentwood schools have over 70 languages. The language converter has the capability to take a document and convert it to an MP3. Staff members who are multilingual confirm it works well.
- Trends in summer reading data were discussed.

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The Board asked questions of staff and staff responded.

11. NEW BUSINESS

A. Strategic Plan Update

- Mr. Goble reviewed the second of two 2019 Strategic Plan updates. New activity is highlighted in blue in the meeting packet. In response to a board member's question about collaboration with local teachers, Mr. Goble called on Ms. Mish, KDL Bookmobile Operator and librarian, to speak about her experience in this arena.

B. Director's Evaluation: Request for December Closed Session*

Motion: Ms. Bruursema moved to call a closed session at the December 19, 2019 meeting of the KDL Board of Trustees to discuss the Director's performance evaluation.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

C. Resolution: Second 2019 Budget Amendment*

Roll Call Vote

Motion: Mr. Noreen moved to approve the second 2019 budget amendment as presented.

Support: Supported by Ms. Gilreath-Watts.

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Ms. Idema – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Oliver – Yes

Ms. Weller – Yes

RESULT: Motion carried 8-0.

D. Resolution: Second 2019 Budget Amendment* *Roll Call Vote*

Motion: Mr. Erlewein moved to approve the second 2019 budget amendment as presented.

Support: Supported by Ms. Oliver.

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Ms. Idema – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Oliver – Yes

Ms. Weller – Yes

RESULT: Motion carried 8-0.

E. "Behind the Scenes at KDL" Video Presentation

Mr. Mortimore showed a promotional video made by Angie Stout and David Specht, which will now be incorporated into KDL's onboarding process and available on KDL's website for potential hires.

12. LIAISON REPRESENTATIVE COMMENTS – None.

13. PUBLIC COMMENTS – None.

14. BOARD MEMBER COMMENTS -

Ms. Bruursema – Ms. Bruursema said the volunteer luncheon was fabulous, well-attended and much appreciated. She wished everyone a blessed Thanksgiving.

Mr. Erlewein – Mr. Erlewein was impressed with KDL's Art Extravaganza.

Ms. Gilreath-Watts – Ms. Gilreath-Watts regrets having to miss the last meeting due to a conflict with Parent-Teacher conferences. Wyoming is her home branch and she is happy to be here.

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Ms. Idema – Ms. Idema thanked Ms. Gleisner for hosting at the beautiful Wyoming branch and highlighted the patron response stories from the Byron Township branch. She appreciates that staff there always seem to go above and beyond for patrons.

Mr. Myers – Mr. Myers appreciates Director Werner's law degree and that he keeps his credentials active. Not only does KDL financially benefit from his political savviness, but his expertise also makes him a great resource.

Mr. Noreen – Mr. Noreen thanked everyone for their prayers, cards, flowers and thoughts after his car accident last month. He is doing well and is sorry to have missed the meeting.

Ms. Oliver – Ms. Oliver recently attended the City of Lowell meeting with Director Werner and Ms. Dorfman for the Annual Report presentation. At the meeting, potential solutions to recuperate from a failed tax vote were discussed. In order to fix the roads, one of the many options discussed would be to cut funding for the library. No formal decision has been made.

Ms. Weller – In the spirit of the Thanksgiving holiday approaching, Ms. Weller expressed her gratitude to the Board, Director Werner and the Leadership Team, the Friends who have attended and continue to support KDL in so many ways and to Mr. Brinkman who always makes an effort to attend the KDL Board meetings.

15. MEETING DATES

Regular Meeting: Thursday, December 19, 2019 – KDL Service & Meeting Center, 4:30 PM

16. ADJOURNMENT

Motion: Ms. Idema moved for adjournment at 8:35 PM.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Friday, November 22, 2019

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

Dear KDL Board of Trustees:

I am requesting a change of date for the East Grand Rapids Branch 2020 In-Service day. Karen Brower, City Clerk with the City of East Grand Rapids, mentioned the library In-Service day in 2019 was a week before the election. Since the Community Center is a polling place, the parking demands and building use at the East Grand Rapids Community Center are very high on election days. Ms. Brower asked if the library would consider holding the 2020 In-Service day on Election Day, Tuesday, November 3, 2020.

After consideration, the benefits of holding the East Grand Rapids In-Service day on November 3, 2020 are sufficient to warrant a request to change the date. The use of the branch on a Presidential election day is lower as patrons find it difficult to park; this will be especially true in 2020 as it is a Presidential election year. The staff will have sufficient time to cast their ballots. The current 2020 schedule has East Grand Rapids Branch In-Service day on Tuesday, October 27. The request is to move the East Grand Rapids branch In-Service day to Tuesday, November 3.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Dawn Lewis".

Dawn Lewis
East Grand Rapids Branch Manager

CC: Lance Werner, KDL Executive Director



Thursday, December 19, 2019

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

Dear KDL Board of Trustees:

I am requesting a system-wide closing for Kent District Library on January 2, 2020, from open to 12:00 pm in order to accommodate Consumer's Energy electrical work at the KDL Service & Meeting Center. As stated, this closing will be system-wide, affecting all branches and including the Service Center.

After consideration, the power outage related to the work will affect KDL technology accessibility and working conditions, but the resources required to coordinate workarounds is not equal to the time it will take for the work to be completed. Thus, a temporary though complete shutdown is the most practical solution.

Thank you for your consideration.

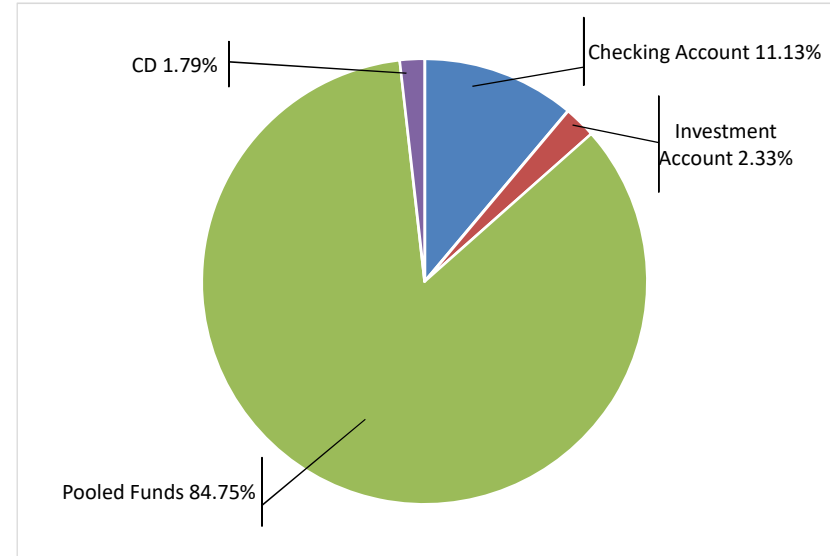
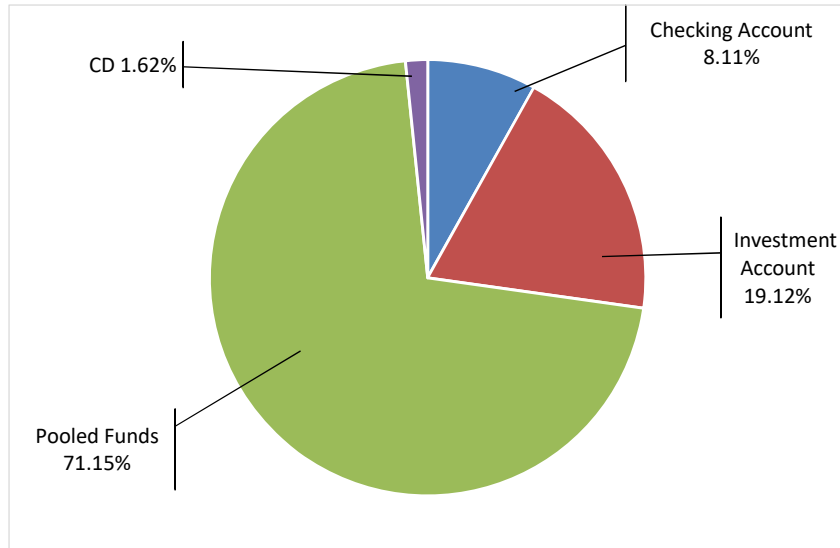
Sincerely,

A handwritten signature in black ink that reads "Melissa Lancaster". The signature is fluid and cursive, with the first name "Melissa" and last name "Lancaster" clearly distinguishable.

Melissa Lancaster
Operations Coordinator
KDL Service & Meeting Center

CC: Lance Werner, KDL Executive Director

Monthly Cash Position Per Bank Month ended November 30



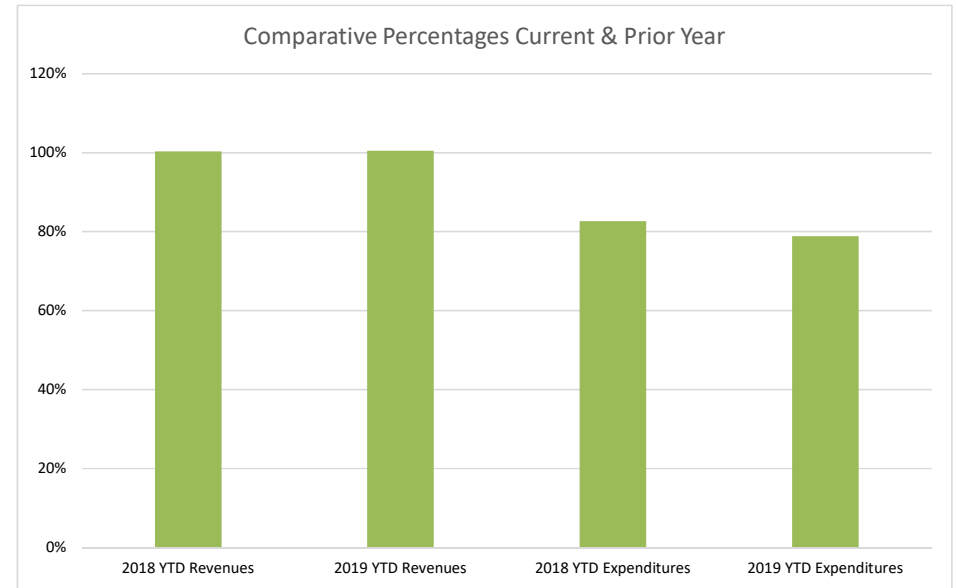
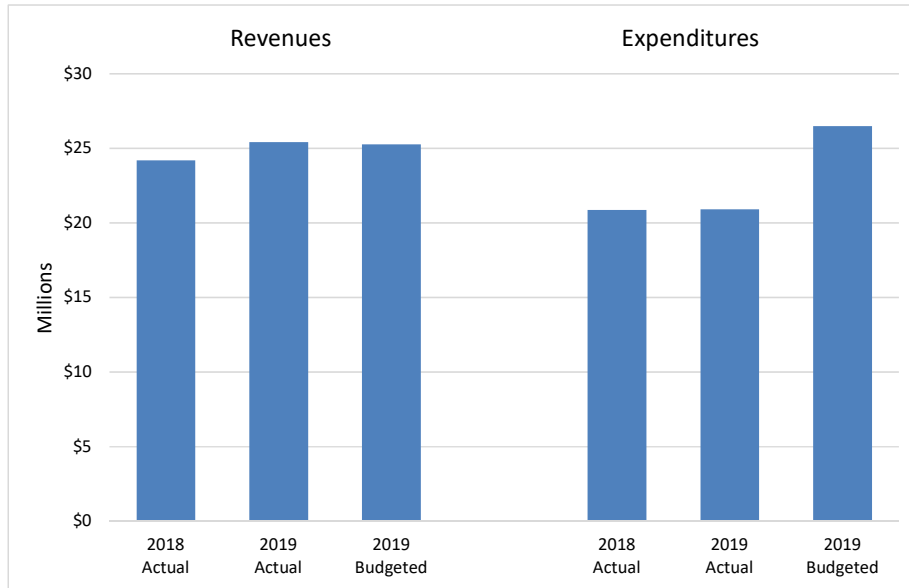
| 2019 | | |
|-------------------------------|--------|------------------------|
| Account | Rate | Amount |
| Huntington Checking Account | 0.400% | \$1,341,515.15 |
| Huntington Investment Account | 1.409% | \$3,162,401.30 |
| *Kent County Pooled Funds | 2.116% | \$11,769,509.05 |
| First National Bank | 2.580% | \$268,655.72 |
| | | <u>\$16,542,081.22</u> |

| 2018 | | |
|-------------------------------|--------|------------------------|
| Account | Rate | Amount |
| Huntington Checking Account | 0.166% | \$1,635,454.07 |
| Huntington Investment Account | 0.178% | \$342,472.40 |
| *Kent County Pooled Funds | 1.959% | \$12,455,516.86 |
| First National Bank | 2.030% | \$263,016.15 |
| | | <u>\$14,696,459.48</u> |

* Includes Trust Pooled fund balances

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

Monthly Revenues and Expenditures Month ended November 30



Budget to Actual with Prior Year Comparison

Revenues

| | | |
|---------------|----|------------|
| 2018 Actual | \$ | 24,204,007 |
| 2019 Actual | \$ | 25,423,269 |
| 2019 Budgeted | \$ | 25,280,481 |

Expenditures

| | | |
|---------------|----|------------|
| 2018 Actual | \$ | 20,877,423 |
| 2019 Actual | \$ | 20,917,534 |
| 2019 Budgeted | \$ | 26,505,962 |

Comparative Percentages Current & Prior Year

Account

Amount

| | |
|-----------------------|--------|
| 2018 YTD Revenues | 100.4% |
| 2019 YTD Revenues | 100.6% |
| 2018 YTD Expenditures | 82.7% |
| 2019 YTD Expenditures | 78.9% |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 11/30/2019
(In Whole Numbers)

| | YTD Actual | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|---|------------|------------------------|--|----------------------|
| Revenues | | | | |
| Property Taxes | 22,126,347 | 22,093,560 | 32,787 | 0 % |
| Penal Fines | 787,989 | 797,644 | (9,655) | (1)% |
| Charges for Services | 181,657 | 100,000 | 81,657 | 82 % |
| Interest Income | 323,553 | 300,000 | 23,553 | 8 % |
| Public Donations | 301,100 | 442,000 | (140,900) | (32)% |
| Other Revenue | 797,620 | 663,210 | 134,410 | 20 % |
| State Sources | 905,002 | 884,067 | 20,935 | 2 % |
| Total Revenues | 25,423,269 | 25,280,481 | 142,787 | 1 % |
| Expenditures | | | | |
| Salaries and Wages | 10,376,003 | 11,753,570 | 1,377,568 | 12 % |
| Employee Benefits | 2,929,616 | 3,732,138 | 802,522 | 22 % |
| Collections - Digital | 1,414,415 | 1,539,498 | 125,083 | 8 % |
| Collections - Physical | 1,904,976 | 2,151,387 | 246,410 | 11 % |
| Supplies | 430,408 | 779,255 | 348,847 | 45 % |
| Contractual and Professional Services | 1,035,165 | 1,776,121 | 740,956 | 42 % |
| Programming and Outreach | 249,774 | 333,277 | 83,503 | 25 % |
| Maintenance and Utilities | 1,503,821 | 1,999,046 | 495,225 | 25 % |
| Staff Development | 148,733 | 257,883 | 109,150 | 42 % |
| Board Development | 8,568 | 14,833 | 6,265 | 42 % |
| Other Expenditures | 544,585 | 781,730 | 237,145 | 30 % |
| Capital Outlay | 371,469 | 1,387,224 | 1,015,755 | 73 % |
| Total Expenditures | 20,917,534 | 26,505,962 | 5,588,428 | 21 % |
| Excess Revenue Over (Under) Expenditures | 4,505,735 | (1,225,481) | 5,731,216 | (468)% |

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 1/1/2019 Through 11/30/2019
(In Whole Numbers)

| | YTD Actual |
|--|------------|
| Revenues | |
| Charges for Services | 21,573 |
| Total Revenues | 21,573 |
| Expenditures | |
| Salaries and Wages | 6,292 |
| Employee Benefits | 1,574 |
| Contractual and Professional Services | 16,300 |
| Maintenance and Utilities | 1,100 |
| Other Expenditures | 3,627 |
| Capital Outlay | 5,600 |
| Total Expenditures | 34,493 |
| Excess Revenue Over (Under) Expenditures | (12,920) |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2019 Through 11/30/2019
(In Whole Numbers)

| | YTD Ending November 30, 2018 | YTD Ending November 30, 2019 | Total Variance |
|--|---------------------------------|---------------------------------|----------------|
| Revenues | | | |
| Property Taxes | 21,187,193 | 22,126,347 | 939,154 |
| Penal Fines | 831,140 | 787,989 | (43,150) |
| Charges for Services | 259,035 | 181,657 | (77,378) |
| Interest Income | 189,263 | 323,553 | 134,290 |
| Public Donations | 299,871 | 301,100 | 1,229 |
| Other Revenue | 573,720 | 797,620 | 223,900 |
| State Sources | 863,786 | 905,002 | 41,216 |
| Total Revenues | 24,204,007 | 25,423,269 | 1,219,262 |
| Expenditures | | | |
| Salaries and Wages | 9,886,534 | 10,376,003 | 489,469 |
| Employee Benefits | 2,622,128 | 2,929,616 | 307,488 |
| Collections - Digital | 1,510,092 | 1,414,415 | (95,677) |
| Collections - Physical | 2,020,626 | 1,904,976 | (115,650) |
| Supplies | 613,267 | 430,408 | (182,859) |
| Contractual and Professional Services | 1,021,443 | 1,035,165 | 13,722 |
| Programming and Outreach | 211,971 | 249,774 | 37,803 |
| Maintenance and Utilities | 1,589,075 | 1,503,821 | (85,255) |
| Staff Development | 168,616 | 148,733 | (19,883) |
| Board Development | 10,914 | 8,568 | (2,346) |
| Other Expenditures | 526,717 | 544,585 | 17,869 |
| Capital Outlay | 696,041 | 371,469 | (324,572) |
| Total Expenditures | 20,877,423 | 20,917,534 | 40,110 |
| Excess Revenue Over (Under) Expenditures | 3,326,584 | 4,505,735 | 1,179,152 |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2019 Through 11/30/2019
(In Whole Numbers)

| | Current Month | 2019 YTD | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|--|---------------|------------|---------------------|--|-------------------|
| Revenues | | | | | |
| Property Taxes | | | | | |
| 4402 Current property taxes | 15 | 21,953,653 | 21,899,031 | 54,622 | 0 % |
| 4412 Delinquent personal property taxes | 20 | 6,018 | 33,349 | (27,331) | (82)% |
| 4432 DNR - PILT | 115 | 14,884 | 11,000 | 3,884 | 35 % |
| 4437 Industrial facilities taxes | 0 | 151,792 | 150,180 | 1,612 | 1 % |
| Total Property Taxes | 151 | 22,126,347 | 22,093,560 | 32,787 | 0 % |
| Penal Fines | | | | | |
| 4581 Penal fines | 0 | 787,989 | 797,644 | (9,655) | (1)% |
| Total Penal Fines | 0 | 787,989 | 797,644 | (9,655) | (1)% |
| Charges for Services | | | | | |
| 4650 Printing/fax fees | 6,942 | 90,826 | 50,000 | 40,826 | 82 % |
| 4658 Overdue fines | 0 | 43,118 | 25,000 | 18,118 | 72 % |
| 4660 Other Patron Fees | 53 | 3,346 | 0 | 3,346 | 0 % |
| 4685 Materials replacement charges | 4,385 | 44,367 | 25,000 | 19,367 | 77 % |
| Total Charges for Services | 11,380 | 181,657 | 100,000 | 81,657 | 82 % |
| Interest Income | | | | | |
| 4665 Interest earned on deposits and investments | 31,449 | 321,404 | 299,000 | 22,404 | 7 % |
| 4666 Interest Earned - Property Taxes | 6 | 2,149 | 1,000 | 1,149 | 115 % |
| Total Interest Income | 31,455 | 323,553 | 300,000 | 23,553 | 8 % |
| Public Donations | | | | | |
| 4673 Restricted donations | 23,539 | 289,675 | 162,000 | 127,675 | 79 % |
| 4674 Unrestricted donations | 3,985 | 11,425 | 280,000 | (268,575) | (96)% |
| Total Public Donations | 27,524 | 301,100 | 442,000 | (140,900) | (32)% |
| Other Revenue | | | | | |
| 4502 Universal Service Fund - eRate | 6,800 | 659,788 | 580,653 | 79,134 | 14 % |
| 4583 Contributions from public schools | 0 | 64,630 | 63,057 | 1,572 | 2 % |
| 4642 Sales | 0 | 4,350 | 0 | 4,350 | 0 % |
| 4643 Ticket Sales | 0 | 2,170 | 0 | 2,170 | 0 % |
| 4644 Book sales | 0 | 100 | 0 | 100 | 0 % |
| 4651 Admission/Entry fees | 366 | 645 | 0 | 645 | 0 % |
| 4667 Building rental | 315 | 11,471 | 15,000 | (3,530) | (24)% |
| 4668 Royalties | 162 | 3,681 | 3,000 | 681 | 23 % |
| 4676 Reimbursement of expenditures | 250 | 43,298 | 0 | 43,298 | 0 % |
| 4677 Program contributions | 0 | 500 | 0 | 500 | 0 % |
| 4686 Sale of Equipment | 10 | 470 | 0 | 470 | 0 % |
| 4688 Miscellaneous | 527 | 6,518 | 1,500 | 5,018 | 335 % |
| Total Other Revenue | 8,430 | 797,620 | 663,210 | 134,410 | 20 % |
| State Sources | | | | | |
| 4540 State Aid | 0 | 317,132 | 314,067 | 3,065 | 1 % |
| 4541 State aid - LBPH | 0 | 41,073 | 40,000 | 1,073 | 3 % |
| 4548 Renaissance Zone reimbursement | 0 | 84,746 | 80,000 | 4,746 | 6 % |
| 4549 Personal Property tax reimbursement | 0 | 462,052 | 450,000 | 12,052 | 3 % |
| Total State Sources | 0 | 905,002 | 884,067 | 20,935 | 2 % |
| Total Revenues | 78,939 | 25,423,269 | 25,280,481 | 142,787 | 1 % |

Expenditures

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2019 Through 11/30/2019
(In Whole Numbers)

| | Current Month | 2019 YTD | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|--|------------------|-------------------|---------------------|--|-------------------|
| Salaries and Wages | | | | | |
| 5700 Board Stipend | 0 | 2,820 | 3,720 | 900 | 24 % |
| 5701 Administrator wages | 109,044 | 870,731 | 931,002 | 60,271 | 6 % |
| 5702 Managers wages | 248,241 | 1,900,998 | 2,327,601 | 426,603 | 18 % |
| 5703 Support Staff wages | 511,010 | 3,916,977 | 4,573,333 | 656,356 | 14 % |
| 5704 Operations | 410,349 | 3,159,423 | 3,439,863 | 280,440 | 8 % |
| 5705 Interns | 79 | 46,667 | 64,732 | 18,065 | 28 % |
| 5706 Extra duty stipends | 200 | 5,250 | 20,000 | 14,750 | 74 % |
| 5707 Temporary Help | 0 | 0 | 3,000 | 3,000 | 100 % |
| 5708 Subs | 37,806 | 478,856 | 390,320 | (88,537) | (23)% |
| 5710 Contra Salaries and Wages - Consulting Admin | (520) | (5,720) | 0 | 5,720 | 0 % |
| Total Salaries and Wages | 1,316,210 | 10,376,003 | 11,753,570 | 1,377,568 | 12 % |
| Employee Benefits | | | | | |
| 5709 FICA | 96,709 | 765,035 | 894,696 | 129,661 | 14 % |
| 5717 Defined Contribution Pension Plan Contributions | 49,423 | 379,869 | 602,022 | 222,153 | 37 % |
| 5718 Employee Health Benefits | 104,682 | 1,219,793 | 1,426,951 | 207,157 | 15 % |
| 5719 Part-time Employee Health Benefits | 0 | 93,760 | 200,000 | 106,240 | 53 % |
| 5720 HSA/Flex | 267 | 361,400 | 377,740 | 16,340 | 4 % |
| 5723 Retiree Health Care OPEB | 150 | 1,500 | 2,084 | 584 | 28 % |
| 5724 Life Insurance | 2,317 | 26,429 | 26,269 | (160) | (1)% |
| 5725 Additional Life Insurance | 0 | 10,238 | 22,940 | 12,702 | 55 % |
| 5726 Housing Allowance | 0 | 4,000 | 12,000 | 8,000 | 67 % |
| 5727 Gradifi Student Loan Assistance | 5,408 | 54,745 | 120,822 | 66,077 | 55 % |
| 5728 YMCA Membership Support | 100 | 1,150 | 3,120 | 1,970 | 63 % |
| 5730 Other Employee Benefits | 1,291 | 13,126 | 34,494 | 21,368 | 62 % |
| 5735 Contra Employee Benefits - Consulting Admin | (130) | (1,430) | 0 | 1,430 | 0 % |
| 5842 Unemployment Claims | 0 | 0 | 9,000 | 9,000 | 100 % |
| Total Employee Benefits | 260,217 | 2,929,616 | 3,732,138 | 802,522 | 22 % |
| Collections - Digital | | | | | |
| 5785 Cloud Library | 212,500 | 879,531 | 880,000 | 469 | 0 % |
| 5786 Hoopla | 0 | 240,000 | 240,000 | 0 | 0 % |
| 5787 Digital Collection | 0 | 112,350 | 132,158 | 19,809 | 15 % |
| 5788 Miscellaneous Electronic Access | 0 | 182,534 | 287,340 | 104,805 | 36 % |
| Total Collections - Digital | 212,500 | 1,414,415 | 1,539,498 | 125,083 | 8 % |
| Collections - Physical | | | | | |
| 5791 Subscriptions | 648 | 59,146 | 72,922 | 13,776 | 19 % |
| 5815 KDL Cruisers | 3,350 | 26,748 | 27,000 | 252 | 1 % |
| 5871 Branch Local Materials - Restricted Donation Expenditures | 352 | 13,015 | 12,000 | (1,015) | (8)% |
| 5982 Collection Materials - Depreciable | 106,820 | 1,166,964 | 1,231,070 | 64,106 | 5 % |
| 5983 CD/DVD Collection Materials - Non-Depreciable | 62,882 | 486,272 | 629,500 | 143,228 | 23 % |
| 5984 Beyond Books Collection - Non-Depreciable | 6,672 | 152,831 | 178,895 | 26,064 | 15 % |
| Total Collections - Physical | 180,724 | 1,904,976 | 2,151,387 | 246,410 | 11 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2019 Through 11/30/2019
(In Whole Numbers)

| | Current Month | 2019 YTD | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|--|---------------|----------------|---------------------|--|-------------------|
| Supplies | | | | | |
| 5750 Processing Supplies | 7,825 | 114,846 | 173,855 | 59,009 | 34 % |
| 5751 Office Supplies | 622 | 24,666 | 49,741 | 25,076 | 50 % |
| 5752 Paper | 2,135 | 19,752 | 27,383 | 7,630 | 28 % |
| 5753 AV Supplies | 656 | 10,476 | 17,390 | 6,914 | 40 % |
| 5754 Disposable Technology <\$1000 | 328 | 27,249 | 217,689 | 190,440 | 87 % |
| 5755 Maintenance Supplies - Custodial | 203 | 4,279 | 6,702 | 2,423 | 36 % |
| 5756 Water Cooler | 325 | 4,005 | 9,530 | 5,525 | 58 % |
| 5757 Meeting Center Supplies | 5 | 2,568 | 4,000 | 1,432 | 36 % |
| 5760 Technology Accessories | 152 | 11,084 | 25,706 | 14,622 | 57 % |
| 5764 All-staff Supplies | 1,090 | 12,442 | 5,000 | (7,442) | (149)% |
| 5765 Wellness Supplies | 240 | 240 | 4,500 | 4,260 | 95 % |
| 5766 Team KDL Supplies | 311 | 445 | 1,000 | 555 | 55 % |
| 5767 New EE Shirts/Tote Bags | 95 | 1,139 | 2,500 | 1,361 | 54 % |
| 5768 Promotions Supplies | 3,823 | 16,204 | 36,670 | 20,466 | 56 % |
| 5769 Service Awards | 0 | 1,840 | 6,400 | 4,560 | 71 % |
| 5770 Other Awards/Prizes | 5,053 | 117,338 | 106,450 | (10,888) | (10)% |
| 5771 Non-Alcoholic Beverages | 259 | 2,635 | 8,750 | 6,115 | 70 % |
| 5790 Books (not for circulation) | 0 | 8,441 | 350 | (8,091) | (2,312)% |
| 5799 Miscellaneous Supplies | 1,108 | 13,023 | 20,502 | 7,479 | 36 % |
| 5851 Mail/Postage | 1,510 | 6,219 | 9,206 | 2,987 | 32 % |
| 5900 Copier/Printer Overage Charges | 1,571 | 31,516 | 45,932 | 14,416 | 31 % |
| Total Supplies | 27,313 | 430,408 | 779,255 | 348,847 | 45 % |
| Contractual and Professional Services | | | | | |
| 5792 Software | 14,634 | 331,185 | 540,205 | 209,020 | 39 % |
| 5801 Professional Services | 7,235 | 72,069 | 168,700 | 96,631 | 57 % |
| 5803 IT Consultant - Consulting Svcs. | 8,400 | 48,439 | 185,000 | 136,561 | 74 % |
| 5804 Other Consultants | 0 | 12,693 | 34,890 | 22,198 | 64 % |
| 5805 Audit Services | 0 | 24,200 | 26,200 | 2,000 | 8 % |
| 5806 Legal Services | 4,402 | 29,520 | 21,500 | (8,020) | (37)% |
| 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 | 1,021 | 52,616 | 67,980 | 15,364 | 23 % |
| 5812 HR Contracted Services | 0 | 665 | 2,000 | 1,335 | 67 % |
| 5813 Delivery Services | 7,680 | 114,778 | 138,560 | 23,782 | 17 % |
| 5814 Security Services | 3,653 | 39,545 | 53,085 | 13,540 | 26 % |
| 5817 Lakeland Library Co-op services | 0 | 3,863 | 5,000 | 1,137 | 23 % |
| 5818 Shredding services | 0 | 0 | 425 | 425 | 100 % |
| 5819 Drug Screenings/background checks | 120 | 1,932 | 3,500 | 1,568 | 45 % |
| 5820 Other Professional Services | 0 | 1,480 | 10,000 | 8,520 | 85 % |
| 5823 Inspection Services | 0 | 1,673 | 2,675 | 1,002 | 37 % |
| 5825 Team KDL Services | 0 | 4,112 | 0 | (4,112) | 0 % |
| 5827 Catering | 2,435 | 20,595 | 21,225 | 630 | 3 % |
| 5829 Custodial/cleaning services | 486 | 5,082 | 18,300 | 13,218 | 72 % |
| 5830 Other Contracted Services | 0 | 8,485 | 44,333 | 35,848 | 81 % |
| 5833 All-staff Services | 0 | 11,705 | 25,000 | 13,295 | 53 % |
| 5834 Wellness Services | 0 | 7,955 | 1,925 | (6,030) | (313)% |
| 5835 Team KDL Services | 0 | 0 | 12,500 | 12,500 | 100 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2019 Through 11/30/2019
(In Whole Numbers)

| | | Current Month | 2019 YTD | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|------|---|---------------|-----------|---------------------------|--|----------------------|
| 5836 | Employee & Partner Care (Flowers, Etc) | 83 | 1,129 | 4,150 | 3,021 | 73 % |
| 5890 | ILS Fees | 0 | 94,538 | 195,618 | 101,080 | 52 % |
| 5891 | Licenses and Fees | 0 | 4,262 | 225 | (4,037) | (1,794)% |
| 5893 | Marc Records License | 389 | 4,683 | 7,500 | 2,817 | 38 % |
| 5956 | Other Benefits Administration Fees | 2,023 | 12,344 | 5,000 | (7,344) | (147)% |
| 5957 | Pension Administration Fees | 0 | 4,827 | 4,000 | (827) | (21)% |
| 5958 | Payroll processing fees | 8,452 | 67,778 | 64,650 | (3,128) | (5)% |
| 5960 | Banking Fees | 666 | 2,814 | 4,625 | 1,811 | 39 % |
| 5961 | TSYS/Credit Card Fees | 539 | 7,918 | 10,350 | 2,432 | 24 % |
| | Total Contractual and Professional Services | 62,218 | 1,035,165 | 1,776,121 | 740,956 | 42 % |
| | Programming and Outreach | | | | | |
| 5794 | Outreach Supplies | 459 | 11,774 | 25,957 | 14,183 | 55 % |
| 5795 | Programming Supplies | 5,248 | 67,394 | 66,870 | (524) | (1)% |
| 5796 | Youth Programming Supplies | 120 | 1,595 | 8,900 | 7,305 | 82 % |
| 5797 | Teen Programming Supplies | 109 | 2,182 | 10,050 | 7,868 | 78 % |
| 5798 | Adult Programming Supplies | 139 | 1,035 | 7,170 | 6,135 | 86 % |
| 5865 | Programming Services | 4,484 | 37,697 | 42,460 | 4,763 | 11 % |
| 5866 | Youth Programming Services | 856 | 1,459 | 7,400 | 5,941 | 80 % |
| 5867 | Teen Programming Services | 0 | 740 | 900 | 160 | 18 % |
| 5868 | Adult Programming Services | 0 | 0 | 15,500 | 15,500 | 100 % |
| 5885 | Speakers/Performers | 9,120 | 125,898 | 139,125 | 13,227 | 10 % |
| 5950 | Airport Free Library | 0 | 0 | 8,945 | 8,945 | 100 % |
| | Total Programming and Outreach | 20,534 | 249,774 | 333,277 | 83,503 | 25 % |
| | Maintenance and Utilities | | | | | |
| 5822 | Maintenance Contracts | 0 | 1,030 | 5,575 | 4,545 | 82 % |
| 5848 | Mobile Hotspots | 1,363 | 13,694 | 12,100 | (1,594) | (13)% |
| 5849 | Cell Phones/ Stipends | 2,223 | 23,671 | 30,041 | 6,369 | 21 % |
| 5850 | Telephones | 1,911 | 28,731 | 75,000 | 46,269 | 62 % |
| 5852 | Internet/Telecomm Services | 53,202 | 597,772 | 624,000 | 26,228 | 4 % |
| 5918 | Water/Sewer | 1,330 | 2,702 | 3,800 | 1,098 | 29 % |
| 5919 | Waste Disposal | 868 | 6,558 | 7,500 | 942 | 13 % |
| 5920 | Electric | 5,084 | 51,684 | 68,000 | 16,316 | 24 % |
| 5921 | Natural Gas | 100 | 5,346 | 15,000 | 9,654 | 64 % |
| 5925 | Snowplowing | 499 | 11,030 | 15,000 | 3,970 | 26 % |
| 5926 | Lawn/Landscaping | 0 | 3,494 | 2,273 | (1,221) | (54)% |
| 5928 | Branch Maintenance Fees | 14,687 | 384,756 | 387,282 | 2,526 | 1 % |
| 5929 | Land Repair and Maintenance | 72 | 509 | 5,200 | 4,691 | 90 % |
| 5930 | Building Repair and Maintenance | 1,992 | 11,052 | 38,600 | 27,548 | 71 % |
| 5931 | Equipment Repair and Maintenance | 806 | 16,467 | 18,180 | 1,713 | 9 % |
| 5932 | Vehicle Repairs and Maintenance | 836 | 2,301 | 17,800 | 15,499 | 87 % |
| 5933 | Software & IT Hardware Maintenance Agreements | 0 | 190,894 | 440,662 | 249,768 | 57 % |
| 5934 | Other Repair and Maintenance | 90 | 90 | 250 | 160 | 64 % |
| 5940 | Rentals | 115 | 115,049 | 166,127 | 51,078 | 31 % |
| 5941 | Printer/Copier Leases | 3,067 | 38,087 | 66,656 | 28,569 | 43 % |
| 5943 | Contra Maintenance & Utilities - Consulting Admin | (100) | (1,100) | 0 | 1,100 | 0 % |
| | Total Maintenance and Utilities | 88,147 | 1,503,821 | 1,999,046 | 495,225 | 25 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2019 Through 11/30/2019
(In Whole Numbers)

| | Current Month | 2019 YTD | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|---|---------------|----------|---------------------|--|-------------------|
| Staff Development | | | | | |
| 5910 Professional Development | 10,129 | 47,269 | 95,742 | 48,473 | 51 % |
| 5911 Conferences | 840 | 28,380 | 32,950 | 4,570 | 14 % |
| 5913 Travel/Lodging | 9,269 | 73,085 | 129,191 | 56,106 | 43 % |
| Total Staff Development | 20,238 | 148,733 | 257,883 | 109,150 | 42 % |
| Board Development | | | | | |
| 5908 Board Development | 0 | 1,214 | 3,595 | 2,381 | 66 % |
| 5909 Board Travel/Lodging | 0 | 7,354 | 11,238 | 3,884 | 35 % |
| Total Board Development | 0 | 8,568 | 14,833 | 6,265 | 42 % |
| Other Expenditures | | | | | |
| 5759 Gas, Oil, Grease | 328 | 2,286 | 19,500 | 17,214 | 88 % |
| 5860 Parking | 146 | 1,384 | 9,940 | 8,556 | 86 % |
| 5861 Mileage Reimbursement | 6,937 | 36,414 | 53,202 | 16,788 | 32 % |
| 5870 Branch Local Misc - Restricted Donation Expenditures | 17,833 | 121,660 | 150,000 | 28,340 | 19 % |
| 5873 Website | 2,625 | 65,986 | 109,318 | 43,332 | 40 % |
| 5874 Employment Advertising | 0 | 0 | 1,000 | 1,000 | 100 % |
| 5875 System Advertising | 1,897 | 64,059 | 82,540 | 18,481 | 22 % |
| 5879 Branch Advertising | 30 | 330 | 0 | (330) | 0 % |
| 5884 Royalty Free Creative(Photography, Video, etc) | 49 | 4,953 | 15,500 | 10,547 | 68 % |
| 5901 Outsourced Printing & Publishing | 0 | 33,993 | 37,084 | 3,091 | 8 % |
| 5906 Promotions/Marketing | 118 | 7,973 | 34,915 | 26,942 | 77 % |
| 5912 Meetings | 902 | 13,276 | 18,865 | 5,589 | 30 % |
| 5915 Memberships | 246 | 36,795 | 58,416 | 21,621 | 37 % |
| 5916 Dues and Fees | 584 | 4,418 | 6,466 | 2,048 | 32 % |
| 5935 Property Liability Insurance | 0 | 56,239 | 62,920 | 6,681 | 11 % |
| 5936 Vehicle Liability Insurance | 0 | 6,627 | 14,950 | 8,324 | 56 % |
| 5937 Flood Insurance | 0 | 5,771 | 6,380 | 609 | 10 % |
| 5938 Bond Insurance | 0 | 9,837 | 11,760 | 1,923 | 16 % |
| 5939 Workers Compensation Insurance | 195 | 44,464 | 42,000 | (2,464) | (6)% |
| 5955 Miscellaneous | 456 | 1,906 | 7,500 | 5,594 | 75 % |
| 5959 Sales Taxes | 2 | 256 | 500 | 244 | 49 % |
| 5964 Property Tax Reimbursement | 9,037 | 24,889 | 35,975 | 11,086 | 31 % |
| 5965 MEL Return Items | 33 | 1,072 | 3,000 | 1,928 | 64 % |
| Total Other Expenditures | 41,417 | 544,585 | 781,730 | 237,145 | 30 % |
| Capital Outlay | | | | | |
| 5973 Land Improvements - Non-Depreciable | 0 | 0 | 11,400 | 11,400 | 100 % |
| 5974 Land Improvements - Depreciable | 0 | 0 | 20,100 | 20,100 | 100 % |
| 5975 Building Improvements - Non-Depreciable | 0 | 0 | 9,300 | 9,300 | 100 % |
| 5976 Building Improvements - Depreciable | 261,053 | 327,480 | 809,000 | 481,521 | 60 % |
| 5977 Technology - Non-Depreciable (\$1000-4999) | 0 | 13,146 | 192,537 | 179,391 | 93 % |
| 5978 Technology - Depreciable (5,000+) | 0 | 0 | 228,250 | 228,250 | 100 % |
| 5979 Equipment/Furniture - Non-Depreciable (\$0-4999) | 2,549 | 21,655 | 58,680 | 37,025 | 63 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2019 Through 11/30/2019
(In Whole Numbers)

| | Current Month | 2019 YTD | 2019 Amended Budget | 2019 Amended Budget to Actual Variance | Percent Remaining |
|--|---------------|------------|---------------------|--|-------------------|
| 5980 Equipment/Furniture - Depreciable (\$5000+) | 0 | 9,189 | 57,957 | 48,768 | 84 % |
| Total Capital Outlay | 263,602 | 371,469 | 1,387,224 | 1,015,755 | 73 % |
| Total Expenditures | 2,493,121 | 20,917,534 | 26,505,962 | 5,588,428 | 21 % |
| Excess Revenue Over (Under) Expenditures | (2,414,182) | 4,505,735 | (1,225,481) | 5,731,216 | (468)% |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2019 Through 11/30/2019

| Check Number | Vendor Name | Check Amount | Check Date |
|--------------|---|--------------|------------|
| 78318 | TerHorst & Rinzema Construction Co. | 261,053.00 | 11/21/2019 |
| 78193 | Bibliotheca, Llc | 212,500.00 | 11/21/2019 |
| 192880000511 | Priority Health | 139,387.47 | 11/1/2019 |
| 78222 | Everstream Holding LLC- Michigan | 50,896.00 | 11/21/2019 |
| 11192019 | The Huntington Bank - Michigan | 42,347.94 | 11/19/2019 |
| 78192 | Baker & Taylor | 36,634.18 | 11/21/2019 |
| 78298 | Rehmann LLC / Rehmann Technology Solutions, LLC | 30,784.00 | 11/21/2019 |
| 78083 | Baker & Taylor | 27,368.97 | 11/8/2019 |
| 78250 | Ingram Library Services Llc | 24,481.38 | 11/21/2019 |
| 78111 | Ingram Library Services Llc | 19,812.74 | 11/8/2019 |
| 78135 | Midwest Tape | 18,612.24 | 11/8/2019 |
| 78279 | Midwest Tape | 17,533.89 | 11/21/2019 |
| 78208 | Comerica Bank | 11,576.60 | 11/21/2019 |
| 78324 | Ebiz Technology LLC / Traction Consulting Group | 8,400.00 | 11/21/2019 |
| 78142 | Performance Assessment Network | 8,400.00 | 11/8/2019 |
| 78306 | Same Day Delivery, Inc | 7,680.00 | 11/21/2019 |
| 78284 | Navex Global Inc. | 7,172.97 | 11/21/2019 |
| 9839198092 | Verizon Wireless - MiFy Routers & Cell phones | 6,777.52 | 11/5/2019 |
| 78204 | City Of Grandville | 6,750.00 | 11/21/2019 |
| 78170 | ACS Michigan | 6,176.40 | 11/21/2019 |
| 78113 | Janway Company Usa, Inc. | 6,044.97 | 11/8/2019 |
| 78332 | Zoobean, Inc. | 5,795.00 | 11/21/2019 |
| 78143 | Progressive AE, Inc | 5,080.01 | 11/8/2019 |
| 78266 | Macmillan Holdings LLC, DBA - MPS | 4,998.34 | 11/21/2019 |
| 78293 | Progressive AE, Inc | 4,946.25 | 11/21/2019 |
| 78197 | Byron Township | 4,728.75 | 11/21/2019 |
| 78305 | Salsana LLC | 4,500.00 | 11/21/2019 |
| 78299 | Rivistas Subscription Services | 4,282.27 | 11/21/2019 |
| 204921619872 | Consumers Energy | 4,090.34 | 11/7/2019 |
| 78182 | Art Van Furniture, LLC | 3,922.99 | 11/21/2019 |
| 78322 | Thomas Klise/Crimson Multimedia | 3,900.00 | 11/21/2019 |
| 78164 | Thomas Klise/Crimson Multimedia | 3,860.00 | 11/8/2019 |
| 78326 | UAW Local 2600 | 3,727.71 | 11/21/2019 |
| 78159 | Staples Business Advantage | 3,711.51 | 11/8/2019 |
| 78095 | DK Security | 3,554.32 | 11/8/2019 |
| 78230 | GR Bikes, LLC | 3,349.60 | 11/21/2019 |
| 78226 | Foster, Swift, Collins & Smith, P.C. | 3,344.00 | 11/21/2019 |
| 78297 | Recorded Books, Inc. | 3,329.45 | 11/21/2019 |
| 78206 | City Of Rockford | 3,208.13 | 11/21/2019 |
| 78234 | Greatamerica Financial Svcs. | 3,067.43 | 11/21/2019 |
| 78330 | Wendy Morgan DBA Wendy and DB | 3,000.00 | 11/21/2019 |
| 78323 | Thomas Kaufman | 3,000.00 | 11/21/2019 |
| 78292 | PLIC - SBD Grand Island | 2,983.85 | 11/21/2019 |
| 78294 | Protrainings, Llc | 2,953.75 | 11/21/2019 |
| 78195 | Blackstone Audio Inc | 2,895.34 | 11/21/2019 |
| 78239 | Huron Associates LLC | 2,834.00 | 11/21/2019 |
| 78300 | RNL Graphics Solutions, LLC | 2,742.85 | 11/21/2019 |
| 78085 | Blackstone Audio Inc | 2,650.55 | 11/8/2019 |
| 78252 | Interpersonal Frequency | 2,625.00 | 11/21/2019 |
| 9839198091 | Verizon Wireless - MiFy Routers & Cell phones | 2,528.96 | 11/5/2019 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2019 Through 11/30/2019

| Check Number | Vendor Name | Check Amount | Check Date |
|--------------|---|--------------|------------|
| 78259 | Kent County Treasurer | 2,314.64 | 11/21/2019 |
| 78314 | Staples Business Advantage | 2,212.29 | 11/21/2019 |
| 78218 | DK Security | 2,186.77 | 11/21/2019 |
| 78317 | TelNet Worldwide, Inc. | 1,911.28 | 11/21/2019 |
| 78178 | Allen McAvoy / Atomic Sound LLC | 1,800.00 | 11/21/2019 |
| 78237 | Hodges Coaching LLC | 1,800.00 | 11/21/2019 |
| 78224 | Findaway World, Llc | 1,768.44 | 11/21/2019 |
| 78096 | Doyle Operations, Inc. / Distinctive Catering | 1,740.38 | 11/8/2019 |
| 446972 | 123.Net, Inc | 1,724.00 | 11/8/2019 |
| 78225 | Firefighter Sales & Service | 1,682.90 | 11/21/2019 |
| 78174 | Advanced Benefit Solutions, Inc / 44 North | 1,600.00 | 11/21/2019 |
| 78214 | Criteria Corp. | 1,600.00 | 11/21/2019 |
| 78119 | Kushner & Company Inc | 1,582.29 | 11/8/2019 |
| 78137 | Mlive Media Group | 1,576.52 | 11/8/2019 |
| 78238 | Holwerda Upholstery, Inc. | 1,576.00 | 11/21/2019 |
| 78285 | Noordyk Business Equipment | 1,571.48 | 11/21/2019 |
| 78073 | All Season Lawn Care | 1,497.24 | 11/8/2019 |
| 78102 | Cengage Learning | 1,465.88 | 11/8/2019 |
| 78289 | Penworthy Co. | 1,425.76 | 11/21/2019 |
| 78282 | MorningStar Health | 1,409.80 | 11/21/2019 |
| 78291 | Plainfield Charter Township | 1,329.99 | 11/21/2019 |
| 78328 | Via Design | 1,250.00 | 11/21/2019 |
| 78103 | Grand Rapids Kids | 1,250.00 | 11/8/2019 |
| 78181 | Ambrose | 1,238.57 | 11/21/2019 |
| 78209 | Common Chords | 1,200.00 | 11/21/2019 |
| 78203 | Central Michigan Paper | 1,168.00 | 11/21/2019 |
| 78121 | Louise Edison | 1,100.00 | 11/8/2019 |
| 78260 | Kent Intermediate School District | 1,058.00 | 11/21/2019 |
| 78140 | Peninsula Writers | 1,000.00 | 11/8/2019 |
| 78303 | Rockford Construction Co. | 1,000.00 | 11/21/2019 |
| 206612258763 | Consumers Energy | 994.01 | 11/13/2019 |
| 78263 | Lewis Paper | 966.87 | 11/21/2019 |
| 78319 | CHZ Enterprises, LLC / The Cheese Lady | 888.00 | 11/21/2019 |
| 78173 | Adtegrity | 868.99 | 11/21/2019 |
| 78228 | Gerrits Appliance, Inc. | 866.00 | 11/21/2019 |
| 78147 | Sandy Graham | 839.18 | 11/8/2019 |
| 78287 | Pam Spring Advertising, Llc | 760.00 | 11/21/2019 |
| 78321 | The Mud Room | 750.00 | 11/21/2019 |
| 78308 | Schuler Books | 679.60 | 11/21/2019 |
| 78227 | Cengage Learning | 676.38 | 11/21/2019 |
| 78254 | Jamie Jewell | 675.00 | 11/21/2019 |
| 78283 | Nationwide | 655.48 | 11/21/2019 |
| 78162 | The Book Farm, Inc. | 598.00 | 11/8/2019 |
| 78144 | Recorded Books, Inc. | 588.10 | 11/8/2019 |
| 78262 | Legal Shield | 582.10 | 11/21/2019 |
| 78167 | Wolverine Printing Company | 576.00 | 11/8/2019 |
| 012137 | Medtipster.com, LLC. | 553.19 | 11/15/2019 |
| 78264 | Louise Edison | 550.00 | 11/21/2019 |
| 78148 | Sara Reinders | 530.00 | 11/8/2019 |
| 78261 | Lasers Resource | 510.51 | 11/21/2019 |
| 78210 | Comprenew | 486.00 | 11/21/2019 |
| 78232 | Grand Rapids Building Services | 485.75 | 11/21/2019 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2019 Through 11/30/2019

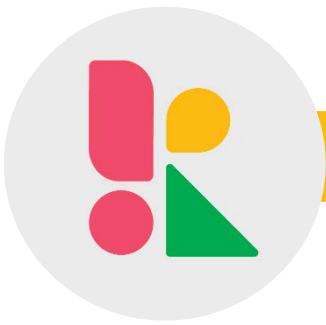
| Check Number | Vendor Name | Check Amount | Check Date |
|---------------|---|--------------|------------|
| 78302 | Heather Baehre / Rockford Cheese Shop, LLC | 480.00 | 11/21/2019 |
| 78329 | Walgreen Co | 475.00 | 11/21/2019 |
| 78217 | Demco, Inc | 466.40 | 11/21/2019 |
| 78251 | Innovative Sound Solutions | 430.00 | 11/21/2019 |
| 78320 | For G Enterprises, LLC / The Crushed Grape | 411.50 | 11/21/2019 |
| 78267 | Magnusmode Ltd | 400.00 | 11/21/2019 |
| 78272 | Midwest Sign Company | 400.00 | 11/21/2019 |
| 78092 | Dawn Lewis | 387.97 | 11/8/2019 |
| 78315 | Summit Bodyworks | 386.10 | 11/21/2019 |
| 1891338 | Arrowaste | 382.26 | 11/13/2019 |
| 78101 | Findaway World, Llc | 372.71 | 11/8/2019 |
| 78265 | Lowell Community Wellness | 369.00 | 11/21/2019 |
| RIS0002480875 | Delta Dental Of Michigan | 343.00 | 11/12/2019 |
| 78216 | Dawn Lewis | 334.60 | 11/21/2019 |
| 78086 | Blandford Nature Center | 306.00 | 11/8/2019 |
| 78114 | Jennifer Wilhelm Rapamos / Well-Bean, LLC | 300.00 | 11/8/2019 |
| 78136 | MLA- Michigan Library Association | 300.00 | 11/8/2019 |
| 78169 | Absopure Water Company | 288.90 | 11/21/2019 |
| 78149 | Sarah Ann Weller | 269.96 | 11/8/2019 |
| 78280 | Mlive Media Group | 265.48 | 11/21/2019 |
| 78205 | City Of Kentwood Treasurer | 259.58 | 11/21/2019 |
| 78304 | Rotary Club Of Grand Rapids | 250.00 | 11/21/2019 |
| 78231 | Grainger | 231.01 | 11/21/2019 |
| 78201 | Cedar Springs Rotary | 230.00 | 11/21/2019 |
| 78175 | Advanced Ecosystems / FishGuy | 225.00 | 11/21/2019 |
| 78233 | Grandville Calvin Christian Schools | 219.42 | 11/21/2019 |
| 78325 | Troost Service Company | 205.00 | 11/21/2019 |
| 78268 | Mapers | 200.00 | 11/21/2019 |
| 78196 | Brian Haan / Discover Carpet Cleaning | 200.00 | 11/21/2019 |
| 78286 | Occupational Health Centers of Michigan, P.C. | 195.38 | 11/21/2019 |
| 78219 | Elm Usa | 189.95 | 11/21/2019 |
| 78316 | TASC | 188.04 | 11/21/2019 |
| 78235 | Heart Of West Michigan United Way | 175.00 | 11/21/2019 |
| 78290 | Performance Assessment Network | 170.00 | 11/21/2019 |
| 78154 | Shirley Bruursema | 168.88 | 11/8/2019 |
| 78115 | Joyanne Huston-Swanson | 163.20 | 11/8/2019 |
| 78270 | Maynards Water Conditioning | 159.50 | 11/21/2019 |
| 78160 | Story Spinners of Grand Rapids | 150.00 | 11/8/2019 |
| 78327 | Urban Libraries Council | 150.00 | 11/21/2019 |
| 78118 | Kip Odell | 134.24 | 11/8/2019 |
| 78090 | Clyde Waltenbaugh Jr. | 133.74 | 11/8/2019 |
| 78229 | Gordon Water Systems | 133.73 | 11/21/2019 |
| 78202 | Center Point Publishing | 133.02 | 11/21/2019 |
| 78155 | St. Julian Wine Company, Inc. | 129.48 | 11/8/2019 |
| 78100 | Federal Armored Truck, Inc | 125.30 | 11/8/2019 |
| 78223 | Federal Armored Truck, Inc | 125.30 | 11/21/2019 |
| 78176 | Alistair Beerens | 125.00 | 11/21/2019 |
| 78207 | Comcast Cable | 124.90 | 11/21/2019 |
| 78221 | Employment Screening Resources | 120.00 | 11/21/2019 |
| 78074 | Allie Marie Idema | 118.00 | 11/8/2019 |
| 493713 | Paychex | 112.50 | 11/19/2019 |
| 78125 | Michigan Education Directory | 107.80 | 11/8/2019 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2019 Through 11/30/2019

| Check Number | Vendor Name | Check Amount | Check Date |
|-----------------|---|--------------|------------|
| 78211 | Comstock Park Rotary | 103.50 | 11/21/2019 |
| 910020326757-11 | Dte Energy | 99.58 | 11/1/2019 |
| 78236 | Heather Yonkers | 96.90 | 11/21/2019 |
| 78089 | Charles R. Myers | 94.80 | 11/8/2019 |
| 78094 | Diane Cutler | 91.41 | 11/8/2019 |
| 78087 | Caitlin S. Oliver | 87.84 | 11/8/2019 |
| 78099 | Employee Assistance Center (EAC) | 85.00 | 11/8/2019 |
| 78220 | Employee Assistance Center (EAC) | 85.00 | 11/21/2019 |
| 78075 | Andrew Erlewein | 83.20 | 11/8/2019 |
| 9839236406 | Verizon Wireless - MiFi Routers & Cell phones | 83.08 | 11/5/2019 |
| 78256 | Kathleen Latreille | 75.98 | 11/21/2019 |
| 78307 | Schepers, Inc. | 72.00 | 11/21/2019 |
| 78213 | Craig Buno | 69.52 | 11/21/2019 |
| 78258 | Kelly Duffy | 64.92 | 11/21/2019 |
| 78331 | West Michigan Aviation Academy | 60.00 | 11/21/2019 |
| 78166 | Vanessa Walstra | 56.50 | 11/8/2019 |
| 78288 | Paula Wright | 55.83 | 11/21/2019 |
| 78138 | Monica Walen | 55.32 | 11/8/2019 |
| 78198 | Caledonia Women's Club | 54.00 | 11/21/2019 |
| 78076 | Angela Culp | 51.30 | 11/8/2019 |
| 78171 | Ada Mobile Wash | 50.00 | 11/21/2019 |
| 78257 | Keiko Cominskey | 48.00 | 11/21/2019 |
| 78151 | Sheri Gilreath-Watts | 47.40 | 11/8/2019 |
| 78215 | Dawn Heerspink | 47.39 | 11/21/2019 |
| 78112 | Jacob Ryan | 45.03 | 11/8/2019 |
| 78253 | James Hutchinson | 45.00 | 11/21/2019 |
| 78180 | Amber Kilpatrick | 45.00 | 11/21/2019 |
| 78091 | Courtney Hilbert | 44.99 | 11/8/2019 |
| 78199 | Carlita Gonzalez | 42.40 | 11/21/2019 |
| 78309 | Service Reproduction Company | 39.20 | 11/21/2019 |
| 78165 | Tomoko Schamper | 38.99 | 11/8/2019 |
| 78116 | Kaitlin Tang | 35.91 | 11/8/2019 |
| 78183 | Audrey Barker | 35.51 | 11/21/2019 |
| 78120 | Lindsey Dorfman | 34.50 | 11/8/2019 |
| 78281 | Morgan Hanks | 34.43 | 11/21/2019 |
| 78097 | Elizabeth Green | 32.00 | 11/8/2019 |
| 78269 | Mariea Macavel | 30.00 | 11/21/2019 |
| 78200 | Carrie Lanning | 28.00 | 11/21/2019 |
| 78153 | Sheryl Vanwoerkom | 26.00 | 11/8/2019 |
| 78093 | Dawn Miller | 25.34 | 11/8/2019 |
| 78255 | Katherine Fredrickson | 25.32 | 11/21/2019 |
| 78163 | Theresa Duffy | 25.20 | 11/8/2019 |
| 78152 | Sheryl Groothuis | 23.99 | 11/8/2019 |
| 78161 | Susan Honaker | 22.00 | 11/8/2019 |
| 78098 | Emily Spranger | 21.45 | 11/8/2019 |
| 78124 | Melissa Lancaster | 20.00 | 11/8/2019 |
| 78077 | Audio File Publications | 19.95 | 11/8/2019 |
| 78212 | Cory Stull | 18.99 | 11/21/2019 |
| 78179 | Amanda VanHaitsma | 17.99 | 11/21/2019 |
| 78301 | Robert Raese | 16.95 | 11/21/2019 |
| 78295 | Rachel Boville | 16.00 | 11/21/2019 |
| 78146 | Rosa Bonilla | 15.00 | 11/8/2019 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2019 Through 11/30/2019

| <u>Check Number</u> | <u>Vendor Name</u> | <u>Check Amount</u> | <u>Check Date</u> |
|---------------------|------------------------------|---------------------|-------------------|
| 78177 | Allen County Public Library | 15.00 | 11/21/2019 |
| 78117 | Kendra Decker | 14.00 | 11/8/2019 |
| 78271 | Meredith Schickel | 13.57 | 11/21/2019 |
| 78088 | Chandra Konathala | 13.00 | 11/8/2019 |
| 78311 | South Haven Memorial Library | 12.95 | 11/21/2019 |
| 78172 | Ada Township | 12.77 | 11/21/2019 |
| 78139 | Morgan Hanks | 10.59 | 11/8/2019 |
| 78123 | Lynette Oosterhouse | 8.99 | 11/8/2019 |
| 78122 | Lynda Austin | 7.63 | 11/8/2019 |
| 78072 | Absopure Water Company | 6.00 | 11/8/2019 |
| 78141 | Penny Kamps | 5.99 | 11/8/2019 |
| 78145 | Richard Bierschbach | 5.10 | 11/8/2019 |
| 78310 | Sharon Jones | 5.00 | 11/21/2019 |
| 78150 | Scott Small | 4.66 | 11/8/2019 |
| Report Total | | 1,132,520.77 | |



NOVEMBER DIRECTOR'S REPORT

Libraries make a significant impact on patron's lives! Branch Managers were asked to share their biggest impact stories from 2019.

ALPINE

The biggest impact on patron's lives at the Alpine Township Branch were the awesome Booster Packs that debuted in June. These fun-filled packs contain books and activities that teach kids to love reading and also help achieve third grade reading levels. Staff displayed them in a high traffic area near the front desk, which made it easy for Library Assistant Teresa Eastman to engage patrons and explain Booster Pack concepts.



Youth Paraprofessional Hannah Moeggenborg promoted the Booster Packs on the branch Facebook page, while Youth Paraprofessional Anne Bartsch shared information with teachers at Alpine Elementary. All summer long, these packs flew off the shelves! Staff are always placing holds for them as well. There was even a young boy using the Tub of Wonders, mastering his reading skills with Booster Pack games while visiting the library with his family.



ALTO

Highlights for 2019 can be summed up in one word: Relationships. At storytimes throughout the year, relationships strengthened between parent and child, staff and patron families. At the "All Aboard" book group, friendships grew. (In two cases in particular participants realized they were actually neighbors!) The same also occurred at "Scrabble for Seniors." It wasn't just the relationships between staff and patrons that were special, but the relationships between patrons as well, many of whom met because of events at the library. At Alto, the "Sip and Sit" summer program, which was held monthly in a nearby park, also met goals and expectations. Having local musicians play was an additional draw and encouraged patrons to invite their friends. Every event seemed to draw a different crowd, but produce the same result: Neighbors connected with one another. The "conversation starter" cards sent out by the Programming Department were also available, but not needed as conversation flowed automatically. Organizational relationships were also of value in 2019. The Alto Downtown Development Authority was a sponsor for the "March is Reading Month" activities. In October, the "First Grade Card Party" was again a success thanks to support from the Alto Lions Club. They have been a great partner ever since this tradition began and the Alto Branch is grateful for their participation.



BYRON



It proved to be another exciting year at KDL's Byron Township branch with an immensely successful Summer Reading program, innovative new resources (VOX audiobooks, Booster packs) and a variety of entertaining and educational programs for all ages; however, the initiative that garnered the most positive and impactful feedback this year was the Ruff Readers program. This program provides a child, often a reluctant reader, the opportunity to read to a therapy dog in order to further develop their reading skills with a supportive and attentive "listener." While the Byron Township branch has hosted this program in the past, this year in particular it received plenty of praise from both parents and children alike. One parent shared that that she had never seen her son read aloud for such a prolonged length of time without getting distracted or frustrated. Another said that reading to a therapy dog seemed to give her daughter the confidence she needed to continue reading on her own. Unfortunately, this year also marked the retirement of a long-

time Ruff Reader trainer/volunteer, Terrilynne. Upon making this announcement, she made a special effort to let staff know how much she enjoyed her time spend at Byron with the program. She shared the following: "I have greatly enjoyed all of our visits in the past 12 years with Byron Center Library. It was our second library to host the program and I've had three dogs volunteer there. I hope that you have continued success for many, many years with all our wonderful child readers!" While we will certainly miss Terrilynne, the Byron staff is confident that future volunteers will assist in providing this wonderful program to the residents of the Byron community for years to come!



CALEDONIA

There are several notable services or programs the Caledonia branch started offering in 2019, along with many KDL initiatives that had a positive impact on patron lives. In April, the branch began a partnership with Senior Neighbors to offer Enhance Fitness classes to the senior community and its

reception has been overwhelmingly positive, with 17 to 20 seniors showing up to each session. Instructor Dani Banks leads attendees through a series of exercises designed to improve flexibility and cardiovascular health. Survey results show that 100 percent of the participants agree that classes have helped to improve their physical abilities and be healthier. Most importantly, participants indicated that classes impacted their quality of life in a positive way. Classes are currently held on Tuesdays and Thursdays at 11 am, but beginning in December there will be an additional class offered at 10 am in order to accommodate high attendance. The Caledonia branch is grateful to the the Kent County Senior Millage for making these classes possible. In the picture to the right, Emma Lou and her daughter Dana attend an Enhance Fitness class on November 7, 2019. It was Emma Lou's 91st birthday.



COMSTOCK PARK



One of the best new services the team at the Comstock Park Branch helped create for patrons this year was the Mission Read! Booster Packs. Youth Paraprofessional Jackie Boss and Youth Librarian Ashley Smolinski (pictured) created the plans for the first 20 Mission Read! Booster Packs and successfully piloted them at the Comstock Park Branch. Afterward, KDL rolled out the packs to all locations. Creating and assembling the packs and expanding the program to all branches was a KDL-wide team effort. Michelle Boisvenue-Fox, along with

Collection Development team and the Collection Services teams, worked hard to order and process hundreds of packs with thousands of parts. Additionally, Fund Development Manager Claire Horlings helped to secure funds for the project and many other members of the KDL team worked together to make this possible. The Comstock Park Branch continues to receive positive feedback from kids and parents who use the packs—And benefits of the project extend well beyond KDL! Jackie and Ashley presented at both the Michigan Library Association Annual Conference and Spring Institute, after which team members from 23 different libraries reached out for more information about the packs with hopes of implementing similar programs in their own libraries.

EAST GRAND RAPIDS

In 2014, the East Grand Rapids Friends of the Library funded a space in the library's lower level known as the KDL Lab, a space for childrens, teens and adults to exercise curiosity and creativity. Since then, the KDL Lab has served many patrons with fun activities such as building with blocks, creating art projects, playing Minecraft, racing a Sphero and making a fort out of Keva planks just to name a few. But in 2019, the branch partnered with East Grand Rapids Schools to add the First Lego League robotics to the mix, now making the library a part of a STEAM ecosystem in the larger community of schools, homes, public museums and parks. The KDL Lab provides space to experiment and learn without the pressure of assessment or peer pressure—Making mistakes is okay. A mom who has come to the library for years approached Youth Paraprofessional Holly Goulet to express her thanks for the STEAM

activities, particularly the space for brick building. She has been struggling to encourage her youngest son to visit the library. He does not enjoy reading and finds the library intimidating, but when he discovered the building blocks in the KDL Lab the struggle went away. Because of this resource, her young son can now engage in library activities that suit his learning style and he enjoys his visits. Eventually, he even found books that support his STEAM activities in the KDL Lab and now enjoys both the KDL lab activities and reading.

GAINES

While many programs are well-attended at the Gaines Township Branch, in 2019 the craft programs for young and old were a particular success, offering many participants the opportunity to create in different ways. The Craft Lab has continued to grow throughout the year with both new and returning attendees. Adult Librarian Beth Green works hard to bring interesting and unique projects to life there. Past projects include: alcohol ink signs/tiles, paper piecing, folded book letters, glass etching, fabric transfers, Japanese 4-hole binding, Linocut prints, metal stamping, Mason jar painting, recycled reads, and sun catchers. If a person misses a topic of interest, the supplies are still kept on hand at future craft projects. The Craft Lab provides a wonderful creative opportunity and a space to build relationships. The Gaines Township Branch is grateful to the Friends of the Library for supporting this program.

GRANDVILLE

Reaching out to high school students can be a particular challenge for libraries. High school students, teachers and school officials are often busy and have so much on their plate that it's hard to find a way to partner with the schools. Grandville staff took this challenge head on at Grandville High School in 2017 and 2018 as Youth Librarian Katie Lawrence, along with former Teen Paraprofessional Sara McMullin and current Teen Paraprofessional Christine Heckman, began to develop a relationship with teachers who eventually allowed them to book talk in a few classrooms and offer a mobile checkout once every three weeks. A year or so of cultivating those relationships has blossomed into a very vibrant and busy service in 2019. During the 2019 mobile checkout visits, Katie has issued 13 cards, spoken with about 230 students and staff and checked out between 75 and 100 books. Staff have also spoken to over 400 kids in 15 classes this year, sharing great titles as well as information about library programs and services. Two classes from Calvin High School even visited the branch for a field trip, with 46 students learning about all we had to offer. The best part is, the library is now reaching teens who often haven't been to a library since they were in early elementary school. The students are excited to receive new library cards and check out books that interest them. For more information, check out Katie's post on the Association for Library Service to Children blog, which posted last March: <https://www.alsc.org/blog/2019/03/meeting-young-adults-where-they-are/>.



KENTWOOD



Kentwood staff have been involved in numerous programs, partnerships and KDL initiatives in 2019. Youth Specialist Hennie Vaandrager joined the Partners in Reading Success initiative that resulted in Mission: Read! and is currently representing KDL on the Summer Wonder development team, both of which are programs meant to encourage literacy and a love of reading for all kids. Hennie presented Mission: Read! at the MLA Spring Institute as well. Adult Librarian Barb Williams and Circulation Assistant Jenny Furner also served on the RFP team for the next KDL print management system. Kentwood is currently piloting two potential replacements. Adult Librarian Crystal Logan-Syrewicze and Hennie Vaandrager were selected to participate in the newly developed KDL Manager in Training program. They each spent four months managing the Englehardt Branch and have brought new leadership skills back to

Kentwood. Circulation Manager Angela Culp is one of three branch managers presenting the KDL Complaint Response Framework at all of the branch in-service days in 2019. She will also present on this topic at PLA in 2020.

Among many great programs at the Kentwood branch this year were a few that were unique and especially meaningful to the community. The Kentwood Branch hosted a series of lectures by the World Affairs Council on the topic of water and the Great Lakes. The branch also hosted a poetry slam as part of the Teen Poetry Contest and an all-day KDL Lab Extravaganza. The Kentwood Branch was also one of a small number of KDL branches who partnered with Feeding America during the summer for the Meet Up and Eat Up lunch program. In November, the branch presented an “Ask Me Anything” program, proposed by Crystal Logan-Syrewicze, wherein community organizations and professionals spend time in the library answering questions from patrons. The branch also joined the Community Collaborative Advisory group, with youth staff presenting 16 unique afterschool and summer programs for underserved students in the ARCH program.



FEATURED DEPARTMENT: IT

It should be no surprise that 2019 was the KDL IT Department’s busiest ever. Below are just a few highlights of all the great things going on with technology in the KDL system:

BRANCH SPECIFIC PATRON FACING PROJECTS

- KDL is always looking for new ways to be inclusive. This year, one of those ways was to add a Spanish Queue to Patron Services’ call handling software. This allows staff to now answer calls

from Spanish speaking patrons more effectively, including an option to input a phone number for callback when staff is not available. Dhanya Ravi worked closely with the Patron Services team to make this a reality.

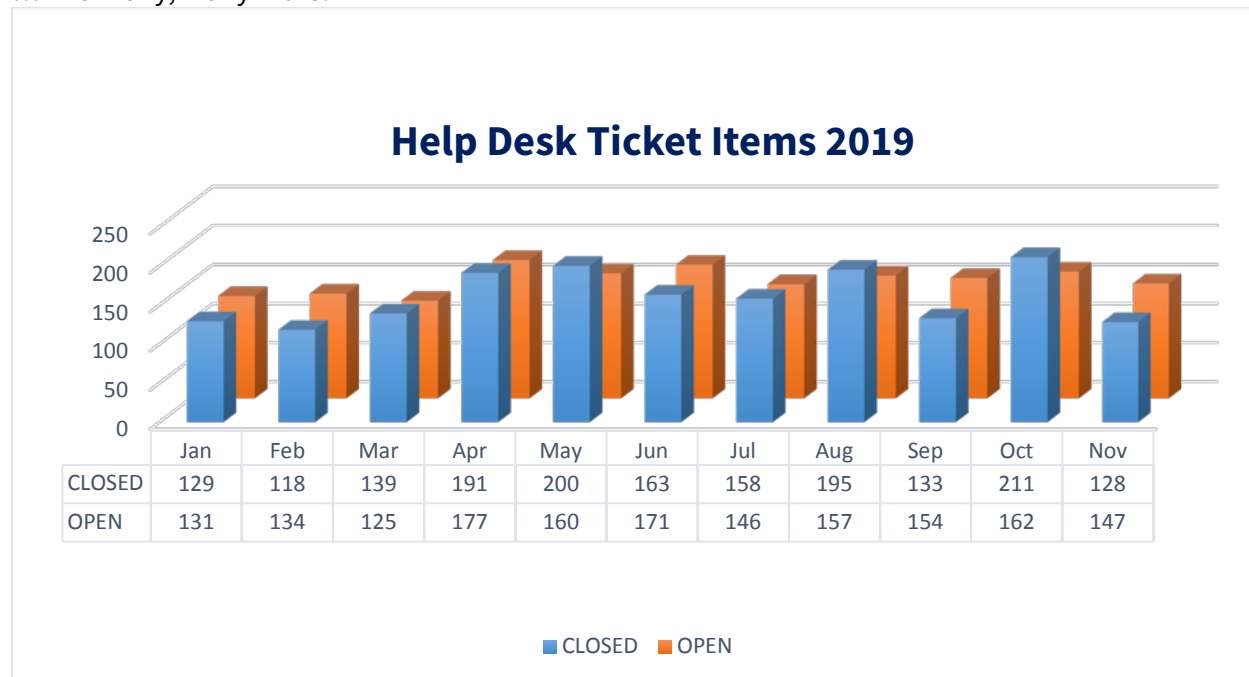
KDL STAFF IMPROVEMENT PROJECTS

- One of the largest internal projects launched this year was KDL's SharePoint upgrade, migrating from SharePoint 2007 On Premise to Office 365/SharePoint Online. This upgrade has given staff a lot of flexibility as they can now access SharePoint from anywhere and on any device. This was a time consuming project that encompassed representatives from every part of KDL. Dhanya Ravi took the lead on this project with Jared Olson offering invaluable assistance.
- The IT team was also involved with the setup, installation and configuration of a number of building initiatives, including the Finance team's Microix and the Branch Operations team's PolicyTech software deployments, just to name a few. This assistance included various server, network and security support activities. Jared Olson provided critical guidance throughout the process.

TECHNICAL INFRASTRUCTURE PROJECTS

- This year marked deployment of new firewalls from Meraki in all branches and in the Service Center. With this addition, KDL now has a single Web Portal to manage network traffic, including Meraki Switches and Meraki Wireless Access Points. Rich Nagel and Jared Olson spent a considerable amount of time planning and designing this transition, along with notable deployment assistance from new team member Graham Lawcock.

... And many, many more!



BUILDING UPDATES

ADA

The project is still on track and scheduled to be completed in December of 2020. Concrete foundations are laid, elevator shafts are up and steel framing continues. The township board has decided to move forward with planning for a 5,000 square foot multipurpose room that will be a separate building adjacent to the library and community center. Township staff are reviewing costs and funding for electric car charging stations and the KDL IT Department is working with architects to develop a plan for data throughout the building.

Plans for staffing continue to develop. The Amy Van Andel Library and Community Center Branch will be paired up with the East Grand Rapids Branch when it opens at the end of 202 and Dawn Lewis has accepted the appointment to manage both. Along with Dawn's demonstrated history of strong leadership, these two branches have been paired together in consideration of their close proximity and similar patron demographics.

KRAUSE

The Krause Memorial Exploratory Committee met with a fund raiser, Keith Hopkins, on Thursday, November 21 to receive the results of the financial feasibility study. Committee members will take these findings back to their respective municipalities for discussion. The Exploratory Committee will meet again in January to discuss how and when to move forward on a potential building project for Krause Memorial.

SERVICE : MEETING CENTER : BOOKMOBILE GARAGE ADDITION

A lot of progress has happened since last month!



Here is what has been completed:

- Foundation
- Grade beams and floors
- Concrete

Currently the crews are working on:

- Metal building structure
- Rerouting electrical with Consumers Energy

Via Design, Randy TerHorst and Missy Lancaster met to go over finishes for doors, lighting, bathroom fixtures and ceilings. The rest of the design decisions will be picked out with the Service Center redesign.

SERVICE : MEETING CENTER : SERVICE CENTER REFRESH

Since the cost estimates came in well above expectation, Via Design was instead given a list of priorities to address first, which cut costs dramatically. Missy Lancaster determined areas to be addressed based on priorities set by Lance. Missy met with the Leadership Team to go over the reduced scope of the redesign. They toured the facility together and looked at issues in the following areas: structural/maintenance, ergonomics and day lighting and department groupings. In January, the

building committee will begin working with Via Design once again to come up with an updated plan and obtain costs estimates based on the new reduced scope.

WALKER

In November, Walker City Commission reaffirmed the development of a community center with an expanded library as a top strategic priority for the city. The City of Walker hosted a Community Visioning Open House on Tuesday, December 10 from 11:00 a.m. to 1:00 p.m. and again from 5:00 p.m. to 7:00 p.m. at the Walker Ice and Fitness Center with the goal of getting the public to share their thoughts and what amenities the public would be interested. Both Branch Manager Craig Buno and Director of Operations Lindsey Dorfman each attended a session to talk with the public and hear their comments.

PROGRAMMING, OUTREACH : EVENTS

COHS (CAREER ONLINE HIGH SCHOOL:

Fourteen scholarships have been granted—That's two per month since COHS was rolled out! Already there is one graduate and four other students well over halfway through the curriculum. There are eleven scholarships yet to be granted in the pilot year, with the program renewing in 2020 with 25 additional scholarships. KDL is forming some amazing partnerships with employment and educational services in order to offer graduates and patrons the best resources to achieve their goals.

KDaLe

KDaLe programs are scheduled to begin in December. The kick-off event for this season's series is a fundraiser at Broad Leaf Local Beer on December 11. During open hours, Broad Leaf will donate a portion of revenues to KDL. KDL librarians will also be onsite to talk with patrons and check out books. Additionally, the KDaLe Quest Guide has been updated for 2020 and is currently in the process of being printed. The guide will be passed out at KDaLe programs and distributed to KDL branches in the month of December.

KENTWOOD AMA

The Kentwood Branch hosted an *Ask Me Anything* on November 2. The program featured different members of the community in the library so that patrons could have conversations with them in a low pressure environment. 125 patrons participated by talking to a variety of community members, including a police officer, an artist, a representative from the Kentwood Department of Public Works and an actor. KDL Volunteer Coordinator Calli Crow, Outreach Specialist Joyanne Huston-Swanson and Bookmobile Operator Kevin Kammeraad participated by representing KDL at the events.

LEGAL AID OF WEST MICHIGAN

KDL is partnering with Legal Aid of Western Michigan to provide access to free legal appointments for qualifying participants at our Englehardt and Wyoming branches. Patrons will be able to utilize Amazon Echo Show technology to conference with a legal professional from a study room. We hope to begin training staff in December in order to pilot the service in January.

KATIE KUDOS

AMY WAITE (Krause Memorial) was nominated by Anne Schroeder because... “A wedding ring was found at the branch and nobody had reported one missing. Amy used her jeweler's knowledge and tools to inspect it and found that it was of high value. She took it across the road to the police station for safe-keeping as we are not allowed to keep items of high value in the Lost-and-Found at the branch. Soon after, a woman came in and mentioned that she had lost a ring the previous week. Her description exactly matched the one Amy found. We immediately sent her to the police station to check on it. A happy ending to the story!”



CATHY RINZEMA (Plainfield) was nominated by Jaime Brooks because... “Cathy is one of PFD's newest Circulation Assistants after being an awesome shelver. She has taken the task of coming up with written, detailed instructions on how to count and balance the POS drawer and has also taken it upon herself to make sure all CA's are trained to do it as well so that the task will not fall on one person anymore. Additionally, Cathy is a joy and pleasure to work with. Thank you Cathy for your dedication and hard work!”

KURT STEVENS (Service Center—IT) was nominated by Jaci Cooper because... “After a very long meeting, Kurt took the time to help me clean up the food, reset the tables and take down the documentation we created. It was extremely nice of him to help.”

STAFF & PATRON RESPONSE STORIES

BYRON

- A first-time Byron branch visitor stopped by the service desk to share: “You have a wonderful library. You do a great job with the space you have. I really appreciate all of the sculpture art as well.” It's always great to receive such positive feedback!

COMSTOCK PARK

This story was shared by Comstock Youth Librarian Ashley Smolinski: “Today we met one of our patrons who brought in a beautiful copy of her artwork to show us. She thanked us for helping her find very specific books on Tulips so that she could enter a contest for the Tulip Time Festival. She stopped by after writing thank you cards for the people who attended her husband's memorial service. Her name is Charlotte Ambrose and she's a local artist who lives by Pine Island Elementary. She painted these beautiful pictures at home and mentioned that she'd love to do an art program for us or with us because she is a former art teacher.”



EAST GRAND RAPIDS

- Staff member Deb Wilcoxson was shelving holds when a patron came to pick up their hold. The patron said she was at the Gerald R. Ford Airport and picked up a book from the Little Free Library there. It was the first in a series, and she wanted to read more. She came to the library to get her first library card so she could continue reading the series. Successful outreach!

UPCOMING MEETINGS : DATES OF INTEREST

| BOARD MEETINGS | DATE | TIME | LOCATION |
|---------------------------|-----------------------|---------|------------------------------|
| KDL Regular Board Meeting | Thurs., Jan. 16, 2020 | 4:30 PM | KDL Service + Meeting Center |
| KDL Regular Board Meeting | Thurs., Feb. 20, 2020 | 4:30 PM | Gaines Township Branch |
| OTHER MEETINGS | DATE | TIME | LOCATION |
| KDL Pension Board Meeting | Weds., Feb. 19, 2020 | 1:00 PM | KDL Service + Meeting Center |
| EVENTS + CONFERENCES | DATE | TIME | LOCATION |
| PLA Annual Conference | Feb. 25-29, 2020 | Varies | Nashville, TN |

| NEW APPOINTMENTS | POSITION | EFFECTIVE |
|------------------|------------------------------|------------|
| Katie Webb | Substitute Information Staff | December 2 |
| Daniel Zuberbier | Substitute Information Staff | December 2 |

| PROMOTIONS & TRANSFERS | FROM | TO | EFFECTIVE |
|------------------------|----------------------------------|---|------------|
| Katie Ames | Substitute Circulation Assistant | Substitute Information Staff | December 3 |
| Danyka Thomas-Robinson | Substitute Circulation Assistant | Circulation Assistant – Krause Memorial | January 6 |

| OPEN POSITIONS | TYPE |
|--|-----------|
| Shelver – Plainfield | Part-time |
| Assistant Branch Librarian – Gaines Township | Part-time |

| EMPLOYEE ANNIVERSARIES (JANUARY) | BRANCH OR DEPARTMENT | LENGTH OF SERVICE |
|----------------------------------|------------------------------|-------------------|
| Pat Rosloniec | Cascade | 27 years |
| Loretta Downer | Wyoming | 23 years |
| Amy Bouma | Collection Services | 22 years |
| Ray Mysels | Information Technology | 21 years |
| Kelaine Mish | East Grand Rapids/Bookmobile | 20 years |
| Tammy Schneider | Collection Development | 20 years |
| Margo Bird | East Grand Rapids | 18 years |
| Mark Dunham | Krause Memorial | 16 years |
| Mary Oosterbaan | Grandville | 12 years |
| Katie Zuidema | Marketing/Communications | 10 years |
| Trevor Zuidema | Grandville | 9 years |
| Catherine Campbell | Grandville | 8 years |
| Amanda Harbison | Plainfield | 8 years |
| Clyde Waltenbaugh | Spencer Township | 6 years |
| Janice Donahue | Substitute Information Staff | 5 years |

| EMPLOYEE ANNIVERSARIES (JANUARY) | BRANCH OR DEPARTMENT | LENGTH OF SERVICE |
|-------------------------------------|----------------------|-------------------|
| Kristi Kaluski | Grandville | 5 years |
| Sarah Vantassell | Comstock Park | 5 years |
| Calli Crow | Administration | 4 years |
| Sara McMullin | Alto/Cascade | 4 years |
| Morgan Hanks | Plainfield | 3 years |
| Terese Hendershot | Circulation Sub Pool | 3 years |
| Mara Deckinga | Gaines Township | 2 years |
| Ashley Geglio | Cascade | 2 years |
| Rebecca Vaughn-Stepter | Kelloggsville | 2 years |
| Nanette Zorn | Cascade | 2 years |
| Hollie Bellinger | Wyoming | 1 year |
| Andrea Galloway | Info Sub Pool | 1 year |
| Anna Swanson | East Grand Rapids | 1 year |
| Lisa VanKampen | Grandville | 1 year |



BOARD OF TRUSTEES ATTENDANCE - 2019

| | 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 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"/> |
| September 19 | <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"/> |
| October 10 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| October 24 | <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"/> | <input checked="" type="checkbox"/> |
| November 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"/> |
| 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 / WEBEX

| TRUSTEE NAME | MEETING DATE | TRUSTEE NAME | MEETING DATE |
|---------------|--------------|------------------|--------------|
| Tom Noreen | 4-18-19 | Allie Bush Idema | 9-19-19 |
| Charles Myers | 4-18-19 | | |
| Tom Noreen | 6-13-19 | | |
| Charles Myers | 6-13-19 | | |



TRUSTEE BOARD ASSIGNMENTS

AS OF DECEMBER 12, 2019

| BOARD CHAIR | | | |
|-------------------|-------------------|------------------|---------------------------|
| Trustee | Appointment Date | Years of Service | Notes |
| Penny Weller | December 21, 2017 | 2 years | Appointed by Board Motion |
| BOARD VICE CHAIR | | | |
| Trustee | Appointment Date | Years of Service | Notes |
| Shirley Bruursema | December 21, 2017 | 2 years | Appointed by Board Motion |
| BOARD TREASURER | | | |
| Trustee | Appointment Date | Years of Service | Notes |
| Andrew Erlewein | December 21, 2017 | 2 years | Appointed by Board Motion |
| BOARD SECRETARY | | | |
| Trustee | Appointment Date | Years of Service | Notes |
| Allie Bush Idema | July 19, 2018 | 1 year, 5 months | Appointed by Board Motion |



TRUSTEE BOARD ASSIGNMENTS

AS OF DECEMBER 12, 2019

| KDL ALLIANCE OF FRIENDS (MEETS BI-MONTHLY) | | | |
|--|-------------------|---------------------|---------------------------|
| Trustee | Appointment Date | Years of Service | Notes |
| Penny Weller | December 21, 2016 | 2 years | Appointed by Board Motion |
| KDL PENSION BOARD (MEETS QUARTERLY) | | | |
| Trustee | Appointment Date | Years of Service | Notes |
| Charles R. Myers | January 18, 2001 | 17 years, 11 months | Appointed by Board Motion |
| Penny Weller | January 17, 2013 | 5 year, 11 months | Appointed by Board Motion |
| LAKELAND LIBRARY COOPERATIVE (LLC) BOARD (MEETS MONTHLY) | | | |
| Trustee | Appointment Date | Years of Service | Notes |
| Shirley Bruursema | July 21, 1994 | 25 years, 5 months | Appointed by Board Motion |



RESOLUTION KENT DISTRICT LIBRARY BOARD OF TRUSTEES

3rd 2019 BUDGET AMENDMENT – EXPLANATION OF REQUESTED AMENDMENT

The following suggested amendment to the General Fund budget is designed align the budget with anticipated actual expenditures as we approach the end of the fiscal year.

The following adjustments to expenditures are proposed:

- a. Re-align expenditures between categories to reflect anticipated year-end figures based on annualized amounts and outstanding year-end purchases.
- b. Increase collection material expenditures to reflect additional collection purchase (Grand Rapids Press Historical Archives through 1970) made possible by higher than originally anticipated revenue and lower than originally anticipated expenditures in other areas.
- c. Increase employee benefit expenditures to reflect lump sum payment to the pension plan in lieu of 'per pay period' payments in 2019 and 2020.
- d. Please see attachment to the Resolution for detail.



RESOLUTION

Third 2019 Budget Amendment

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held at the Kent District Library Service & Meeting Center, on December 19, 2019 at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 19th day of December 2019.

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on December 19, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: December 19, 2019

Penny Weller, KDL Board Chair

Allie Bush Idema, KDL Board Secretary

**KENT DISTRICT LIBRARY
GENERAL FUND OPERATING
2019 BUDGET - 3RD AMENDMENT**

| REVENUES: | AMENDED | PROPOSED AMENDMENTS | PROPOSED REVISED |
|---|-------------------|--------------------------------|-----------------------------|
| Property Taxes | 22,093,560 | | 22,093,560 |
| Penal Fines | 797,644 | | 797,644 |
| Charges for services | 100,000 | | 100,000 |
| Interest Income | 300,000 | | 300,000 |
| Public Donations | 442,000 | | 442,000 |
| Other revenue | 663,210 | | 663,210 |
| State Sources | 884,067 | | 884,067 |
| TOTAL REVENUES & OTHER FINANCING SOURCES | 25,280,481 | - | 25,280,481 |

EXPENDITURES:

| | | | |
|--|--------------------|------------------|-------------------|
| Salaries and Wages | 11,753,570 | 100,000 | 11,853,570 |
| Employee Benefits | 3,732,138 | 100,000 | 3,832,138 |
| Collections - Digital | 1,539,498 | 200,000 | 1,739,498 |
| Collections - Physical | 2,151,387 | | 2,151,387 |
| Supplies | 779,255 | (175,000) | 604,255 |
| Contractual and Professional Services | 1,776,121 | (425,000) | 1,351,121 |
| Programming and Outreach | 333,277 | | 333,277 |
| Maintenance and Utilities | 1,999,046 | (200,000) | 1,799,046 |
| Staff Development | 257,883 | (75,000) | 182,883 |
| Board Development | 14,833 | | 14,833 |
| Other Expenditures | 781,730 | (125,000) | 656,730 |
| Capital Outlay | 1,387,224 | (350,000) | 1,037,224 |
| TOTAL EXPENDITURES & OTHER FINANCING USES | 26,505,962 | (950,000) | 25,555,962 |
| EXCESS OVER / UNDER | (1,225,481) | 950,000 | (275,481) |



RESOLUTION

Health Insurance Funding (PA 152)

MEETING INFORMATION

At a regular meeting of the Kent District Library Board of Trustees (the "Library Board"), held on Thursday, December 19, 2019, at 4:30 PM at the Kent District Library Service & Meeting Center (814 West River Center Dr. NE, Comstock Park, MI 49321).

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, PA 152 of 2011 ("PA 152") requires public employers in Michigan to comply with certain limitations on the amount that a public employer offers or contributes to a medical benefit plan for its employees and any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs; and

WHEREAS, Kent District Library is a "public employer" as defined in PA 152; and

WHEREAS, Section 3 of PA 152 provides that a public employer shall not pay annual health care costs more than the amounts annually designated by the State of Michigan for single, double, or family coverage.

WHEREAS, PA 152 allows a public employer, by a majority vote of its governing body, to elect to comply with Section 4 of PA 152 instead of the requirements in Section 3; and

WHEREAS, under Section 4 of PA 152, a public employer shall not pay more than 80% of the total annual costs of all medical benefit plans it offers or contributes to for its employees; and

WHEREAS, the Library Board, consistent with past decisions, wishes to elect to comply with Section 4 of PA 152.

NOW, THEREFORE, BE IT RESOLVED that Kent District Library hereby elects to comply with the 80% limitation in Section 4 of PA 152 for medical benefit plan coverage years beginning on or after January 1, 2020.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 19th day of December 2019.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on December 19, 2019 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: December 19, 2019

Allie Bush Idema, KDL Board Secretary



RESOLUTION

Letter in Support of Senate Bill 611

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 December 19, 2019 at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

As executive directors and trustees of Michigan libraries, we hereby support Senate Bill 611, which will enable us to pursue justice more effectively in cases of onsite criminal activity. This bi-partisan sponsored amendment to the Library Privacy Act 1982 PA 455, MCL 397.601 et seq. gives libraries the same rights as other types of organizations to cooperate with law enforcement in situations that involve child pornography, cybercrime, violent crime and many other types of criminal activity. The speed of engaging law enforcement in an investigation can be a critical factor, with implications for others who may be at risk. Unlike other organizations, libraries currently must request that a court order such as a search warrant be obtained before sharing any identifying information with law enforcement. The process of obtaining a court order delays the investigation by days, sometimes weeks. When law enforcement chooses to not seek a court order due to priorities, investigation becomes impossible.

Instances where libraries have provided identifying information to law enforcement, in violation of the Library Privacy law, would become legal with this amendment. This bill affords libraries the same rights and options as other types of organizations to seek justice and protect others. The amendment will enable libraries the discretion to determine how they want to engage with law enforcement when a crime has occurred at the library or the library is a victim of a crime. The amendment does not affect the original intent of the Library Privacy Act, nor does it alter the portions of the act that pertain to computer usage. We encourage elected officials to stand for strong libraries and vote for this amendment.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves to sign and send the aforementioned letter in support for the proposed Senate Bill 611.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 19th day of December 2019.

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on December 19, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: December 19, 2019

Allie Bush Idema, KDL Board Secretary