

DRAFT

AGENDA

KENT DISTRICT LIBRARY BOARD MEETING

Kent District Library Gaines Township Branch

421 68th St. SE, Grand Rapids, MI 49546

Thursday, November 17, 2011 – 4:30 p.m.

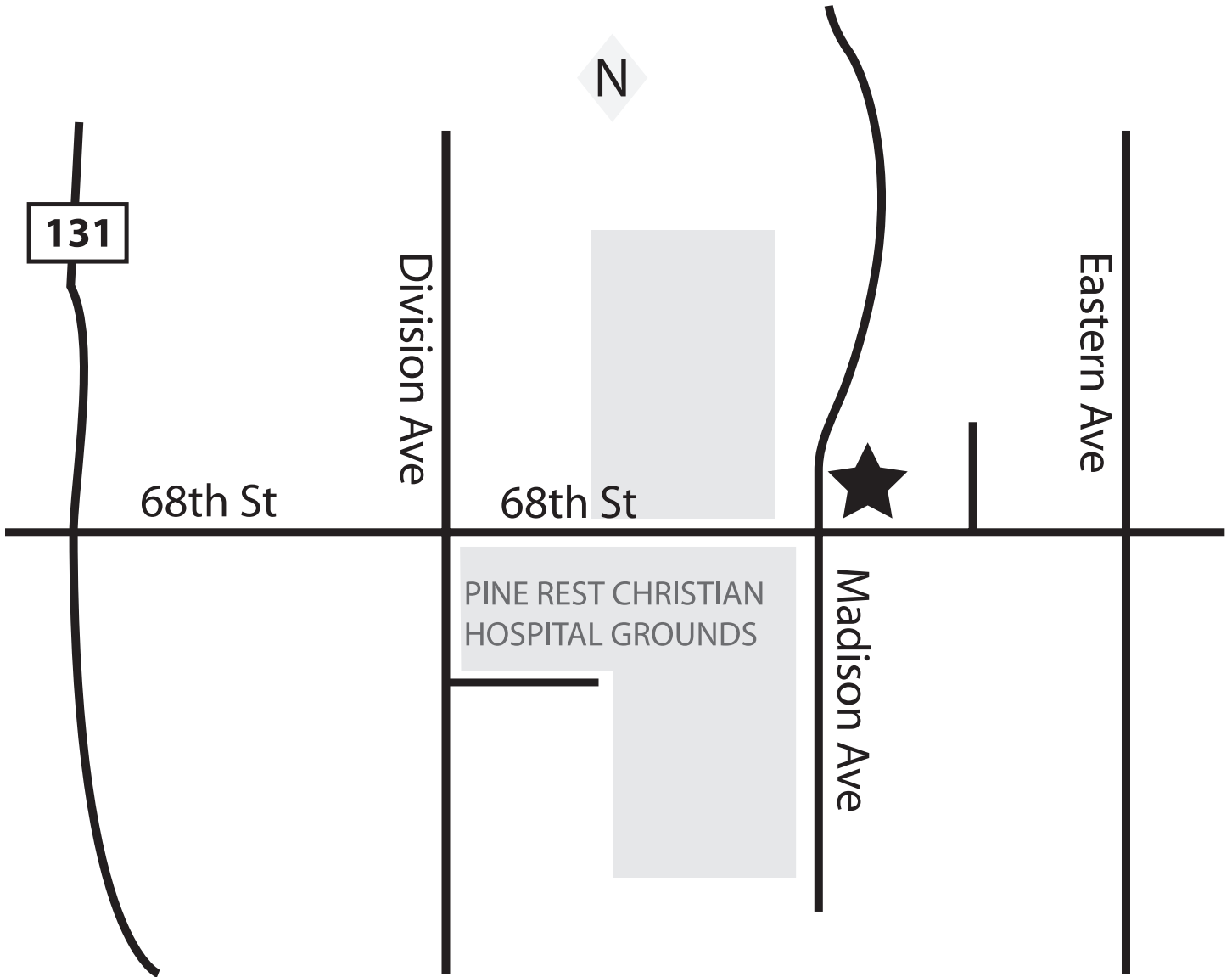
- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- * III. APPROVAL OF AGENDA
- IV. LIAISON REPRESENTATIVE COMMENTS
- V. PUBLIC COMMENTS **
- VI. BRANCH MANAGER’S REPORT – Cathy Neis
- * VII. FINANCE REPORTS – October 2011
- VIII. LAKELAND LIBRARY COOPERATIVE REPORT – Lance Werner
- * IX. APPROVAL OF MINUTES – October 20, 2011
- X. DIRECTOR’S REPORT – October 2011
- XI. OLD BUSINESS
 - *A. KDL Policy Manual – Section 5: Budget and Finance (second reading)
 - B. Trustee Board Assignments (continued discussion)
- XII. NEW BUSINESS
 - A. Presentation: Michigan Education Savings Program Contest Winner
 - B. Presentation: Use of QR [Quick Response] Internet Scan Codes for Materials Advisory
 - C. KDL Policy Manual – Policy 2.1.4: Non-Resident Cards (first reading)
 - D. KDL Board of Trustee Bylaw Review (first reading)
 - E. Resolution: Health Insurance Funding (first reading)
 - *F. Request for Late Opening of the Wyoming Branch on December 16, 2011
 - *G. Director’s Evaluation – Request for December Closed Session
- XIII. LIAISON REPRESENTATIVE COMMENTS
- XIV. PUBLIC COMMENTS **
- XV. MISCELLANEOUS CORRESPONDENCE
- XVI. BOARD MEMBER COMMENTS
- XVII. MEETING DATES
Regular Meeting: Thursday, December 15, 2011 – KDL Service Center – 4:30 p.m.
- * XVIII. CLOSED SESSION – Collective Bargaining Strategy *Roll-Call Vote*
- * XIX. ADJOURNMENT

* *Requires Action*

** *According to Kent District Library Board of Trustee Bylaws, Article VI, Item 6.12, “Public comments will be limited to 3 minutes per person or group and 15 minutes per subject.”*

Gaines Township Branch

421 68th St. SE • Grand Rapids, MI 49548
784-2007



KDL

Kent District Library
www.kdl.org

Kent District Library
Balance Sheet
101 - Operating Fund
 As of 10/31/2011

	Balance
Assets	
Petty Cash	1,495.00
Cash - Opening Drawers	2,074.00
Cash - Operating	44,244.08
Cash - Investments	6,085,211.92
Cash-Foundation	188.00
Prepaid Expenses	73,922.85
Total Assets	6,207,135.85
Liabilities	
Accounts Payable	175,390.14
Local Funds - Materials	7,581.24
Local Funds - Miscellaneous	43,063.61
Local Funds-Restricted	188.00
Total Liabilities	226,222.99
Fund Balance	
Fund Balance - Undesignated	2,849,054.77
Fund Balance - Committed - Capital Projects	290,300.11
Fund Balance - Committed for ILS	100,000.00
Other	2,741,557.98
Total Fund Balance	5,980,912.86
Total Liabilities and Fund Balances	(6,207,135.85)

**Statement of Revenues and Expenditures - Consolidated - Grouped
Operating Fund - 101**

From 10/1/2011 Through 10/31/2011

	Current Period	2011 YTD	Total Budget	Total Variance	Percent Remaining
Revenue					
100 Tax Revenue	(15,409.43)	13,699,353.92	13,744,769.16	45,415.24	0.33%
120 State Sources	0.00	906,481.36	897,000.92	(9,480.44)	(1.06)%
140 Charges for Services	7,350.34	85,764.24	143,179.58	57,415.34	40.10%
150 Fines and Forfeitures	57,757.66	677,190.34	776,460.44	99,270.10	12.78%
160 Interest and Rentals	5,639.26	58,447.02	69,401.03	10,954.01	15.78%
170 Other Revenue	2,282.67	137,121.89	204,982.27	67,860.38	33.11%
180 Other Financing Sources	0.00	7,500.00	7,500.00	0.00	0.00%
Total Revenue	57,620.50	15,571,858.77	15,843,293.40	271,434.63	1.71%
Expenditures					
210 Salaries and Wages	629,778.26	6,553,388.91	8,340,503.00	1,787,114.09	21.43%
220 Employee Benefits	163,475.43	1,840,208.46	2,327,866.69	487,658.23	20.95%
230 Supplies	23,903.82	252,803.62	362,316.00	109,512.38	30.23%
240 Prof & Contractual Services	33,343.50	546,475.78	632,794.27	86,318.49	13.64%
260 Other Services/Charges	56,506.94	1,126,797.26	1,534,826.75	408,029.49	26.58%
270 Collection Expense	24,470.17	648,521.94	732,441.00	83,919.06	11.46%
280 Capital - Collection	155,819.93	1,538,531.35	1,707,138.65	168,607.30	9.88%
290 Capital - Technology	(8,281.91)	137,906.79	156,369.00	18,462.21	11.81%
300 Capital - Office Equip & Furn	4,085.89	106,801.62	154,373.04	47,571.42	30.82%
320 Capital - Lease Principal	3,736.73	78,865.06	94,665.00	15,799.94	16.69%
Total Expenditures	1,086,838.76	12,830,300.79	16,043,293.40	3,212,992.61	20.03%
Excess Revenue Over (Under) Expenditures	(1,029,218.26)	2,741,557.98	(200,000.00)	(2,941,557.98)	1,470.78%

Statement of Revenues and Expenditures - Consolidated

Operating Fund - 101

From 10/1/2011 Through 10/31/2011

	Current Period	2011 YTD	2011 Budget	Total \$ Remaining	16.7% of FY Remaining
Revenue					
41402	0.00	13,082,748.10	13,130,753.90	48,005.80	(0.37)%
41403	0.00	135,882.83	135,882.83	0.00	0.00%
41404	610.32	29,177.79	24,825.01	(4,352.78)	17.53%
41406	0.00	518,375.86	518,375.86	0.00	0.00%
41425	0.00	10,856.19	9,931.56	(924.63)	9.31%
43540	0.00	237,507.23	237,575.48	68.25	(0.03)%
43542	0.00	128,099.20	200,982.27	72,883.07	(36.26)%
45630	65.00	311.50	603.75	292.25	(48.41)%
45633	7,156.69	73,941.05	92,575.83	18,634.78	(20.13)%
45636	128.65	11,511.69	50,000.00	38,488.31	(76.98)%
46656	0.00	668,974.13	659,425.44	(9,548.69)	1.45%
46657	57,757.66	677,190.34	776,460.44	99,270.10	(12.78)%
47664	36.47	2,155.44	2,068.00	(87.44)	4.23%
47665	4,996.79	52,409.58	64,528.03	12,118.45	(18.78)%
47671	606.00	3,882.00	2,805.00	(1,077.00)	38.40%
47692	2,282.67	9,022.69	4,000.00	(5,022.69)	125.57%
47902	0.00	7,500.00	7,500.00	0.00	0.00%
57969	(16,019.75)	(77,686.85)	(75,000.00)	2,686.85	3.58%
Total Revenue	57,620.50	15,571,858.77	15,843,293.40	271,434.63	(1.71)%
Expenditures					
51702	346.01	4,965.40	6,000.00	1,034.60	17.24%
51703	629,778.26	6,553,388.91	8,340,503.00	1,787,114.09	21.43%
51715	46,770.26	487,145.45	618,019.48	130,874.03	21.18%
51716	65,026.98	779,528.63	888,254.22	108,725.59	12.24%
51717	(133.00)	6,234.04	8,000.00	1,765.96	22.07%
51718	51,811.19	547,710.61	789,011.99	241,301.38	30.58%
51720	0.00	19,581.00	19,581.00	0.00	0.00%
51721	0.00	8.73	5,000.00	4,991.27	99.83%
51726	(11.29)	(94.71)	0.00	94.71	0.00%
52728	4,987.98	20,366.53	25,000.00	4,633.47	18.53%
52729	3,001.86	15,926.47	28,500.00	12,573.53	44.12%
52731	6,316.94	71,023.64	90,850.00	19,826.36	21.82%
52732	337.40	7,029.44	13,250.00	6,220.56	46.95%
52736	7,332.95	125,241.67	172,600.00	47,358.33	27.44%
52737	1,665.46	9,808.19	26,731.00	16,922.81	63.31%
52744	0.00	1,185.71	1,185.00	(0.71)	(0.06)%
52774	59.95	207.79	200.00	(7.79)	(3.90)%
52775	201.28	2,014.18	4,000.00	1,985.82	49.65%
53801	398.00	32,184.86	45,850.00	13,665.14	29.80%
53802	215.63	34,621.69	37,000.00	2,378.31	6.43%

Kent District Library
Balance Sheet
110 - Annual Giving Fund
 As of 10/31/2011

	Balance
Assets	
Cash - Investments Annual Giving Fund	33,977.63
Total Assets	33,977.63
Liabilities	
Accounts Payable - AGF Fund	4,170.00
Total Liabilities	4,170.00
Fund Balance	
Fund Balance - Undesignated	37,932.43
Other	(8,124.80)
Total Fund Balance	29,807.63
Total Liabilities and Fund Balances	(33,977.63)

Statement of Revenues and Expenditures

Annual Giving Fund - 110

From 10/1/2011 Through 10/31/2011

	Current Period	2011 YTD	2011 Budget	Total \$ Remaining	16.7% of FY Remaining
Revenue					
47665 Interest Earned - Investments	1.57	212.88	42.00	(170.88)	(406.86)%
47675 Donations	9,421.56	38,822.08	75,000.00	36,177.92	48.24%
47692 Miscellaneous Income	514.48	514.48	0.00	(514.48)	0.00%
Total Revenue	9,937.61	39,549.44	75,042.00	35,492.56	47.30%
Expenditures					
53810 Professional Services - Banking	62.00	272.74	216.00	(56.74)	(26.27)%
53812 Meetings and Honorariums	10,390.37	14,390.37	0.00	(14,390.37)	0.00%
53966 Programming	4,745.71	16,131.13	48,306.00	32,174.87	66.61%
57978 Technology	0.00	2,710.00	11,200.00	8,490.00	75.80%
57980 Office Equipment and Furniture	140.00	4,170.00	15,320.00	11,150.00	72.78%
59300 Transfers Out	0.00	10,000.00	0.00	(10,000.00)	0.00%
Total Expenditures	15,338.08	47,674.24	75,042.00	27,367.76	36.47%
Excess Revenue Over (Under) Expenditures	(5,400.47)	(8,124.80)	0.00	8,124.80	0.00%

**Kent District Library
KDL Fund and Annual Giving Fund Report
October 31, 2011**

KDL Fund *

Agency Fund ¹	89,936.56
Donor Fund ²	7,370.53
In Transit from KDL / Sept ³	252.00
In Transit from KDL / Oct ⁴	188.00
Total KDL Endowment Funds	97,747.09

Annual Giving Fund

Fund Balance ⁵	29,807.63
Total Annual Giving Funds	29,807.63

Total KDL & Annual Giving Funds 127,554.72

* GRCF reports generated quarterly - above report is for September 30, 2011.

- 1.) Agency Funds are donations received directly by Grand Rapids Community Foundation.
- 2.) Donor Funds are donations received and sent by the library. They need to be kept separate because of federal regulations, FASB 136. As far as KDL and the public are concerned they are reported as one fund with one number.
- 3.) Funds collected by GRCF. Reports are generated quarterly so fund are in-transit.
- 4.) Funds collected by KDL and not yet remitted to GRCF.
- 5.) Please see attached Balance Sheet and R&E Statements for details.

07/01/2011 through 09/30/2011
Kent District Library Fund (agency)
 Prepared for: Mr. Lance Werner



Grand Rapids
 community foundation
 For good. For ever.

Opening Endowment Balance (July 1)	\$90,617.76
Revenues:	
Contributions (Gifts & Pledges)	8,470.70
Investment Gain/(Loss)	-11,913.24
Interest & Dividends	401.52
Expenses & Transfers:	
Investment Manager Fees	-109.80
Multi-Year Grants	0.00
Multi-Year Grants Released	0.00
Misc. Income/Expenses	0.00
Misc. Transfers	0.00
Transfers for Grant-Making	-4,570.00
Ending Endowment Balance	\$82,896.94
Opening Spendable Balance (July 1)	\$2,590.76
Transfers from Endowment	4,570.00
Grants Made	0.00
Spendable Gifts, Transfers, Event Income	0.00
Multi-Year Grants Due	0.00
Grand Rapids Community Foundation Support	-121.14
Ending Spendable Balance*	\$7,039.62
Balance Sheet Items:	
Total Market Value of Investments	\$89,936.56
Outstanding Payables	0.00
Outstanding Receivables	0.00

* Grand Rapids Community Foundation Fees are assessed quarterly and are represented here as fiscal year-to-date. To determine the current amount available for grantmaking, estimate your Community Foundation Fees for the remaining quarters and deduct that amount from the Spendable Balance. As always, please feel free to call us for assistance at 616-454-1751.

07/01/2011 through 09/30/2011
Kent District Library Fund (donor fund)
 Prepared for: Mr. Lance Werner



Grand Rapids
 community foundation
 For good. For ever.

Opening Endowment Balance (July 1)	\$8,087.47
Revenues:	
Contributions (Gifts & Pledges)	250.00
Investment Gain/(Loss)	- 991.12
Interest & Dividends	33.55
Expenses & Transfers:	
Investment Manager Fees	-9.37
Multi-Year Grants	0.00
Multi-Year Grants Released	0.00
Misc. Income/Expenses	0.00
Misc. Transfers	0.00
Transfers for Grant-Making	0.00
Ending Endowment Balance	\$7,370.53
Opening Spendable Balance (July 1)	\$0.00
Transfers from Endowment	0.00
Grants Made	0.00
Spendable Gifts, Transfers, Event Income	0.00
Multi-Year Grants Due	0.00
Grand Rapids Community Foundation Support	0.00
Ending Spendable Balance*	\$0.00
Balance Sheet Items:	
Total Market Value of Investments	\$7,370.53
Outstanding Payables	0.00
Outstanding Receivables	0.00

* Grand Rapids Community Foundation Fees are assessed quarterly and are represented here as fiscal year-to-date. To determine the current amount available for grantmaking, estimate your Community Foundation Fees for the remaining quarters and deduct that amount from the Spendable Balance. As always, please feel free to call us for assistance at 616-454-1751.

Kent District Library
Balance Sheet
115 - Donor Restricted
As of 10/31/2011

	Balance
Assets	
EGR-Dumond Trust	10,284.58
EGR - Nelson Trust	43,548.15
Kentwood - Library Services	9,000.00
Grandville - Library Services	16,325.00
Total Assets	<u>79,157.73</u>
Liabilities	
Local Funds-Restricted	79,157.73
Total Liabilities	<u>79,157.73</u>
Total Liabilities and Fund Balances	<u>(79,157.73)</u>

**Kent District Library
Operating Cash Report - October 2011**

<i>Investment Vehicle</i>	<i>Beginning Balance</i>	<i>Interest Earned</i>	<i>Interest Rate</i>	<i>Inflows</i>	<i>Outflows</i>	<i>Ending Balance</i>	<i>% of Balance</i>
Kent County Pooled Funds	6,828,862.64	4,871.87 ^	0.587%	4,871.87	(1,000,000.00)	5,833,734.51	95.2%
Huntington MMA Public Funds	1,349.64	124.92	0.3400%	1,000,127.77	(1,000,000.00)	1,477.41	0.0%
First National Bank of America	250,000.00	-	1.0500%	-	-	250,000.00	4.1%
Huntington AFI Investment (Operations -Checking account)	120,313.49	- *	0.000%	1,089,885.57	(1,165,954.98)	44,244.08	0.7%
October Cash Balance						<u>6,129,456.00</u>	<u>100%</u>

^KCPF interest reporting is one month behind.

*Current AFI rates are nominal, until they move upward we will receive .5% on the monies in our Concentration account to offset bank fees.

**Kent District Library
Donor Restricted Cash Report - October 2011**

Kent County Pooled Funds (Dumond & Nelson Trust Funds)	53,801.42	31.31 ^	0.587%	31.31		53,832.73	68.0%
Kentwood - Building Fund	9,000.00		-			9,000.00	11.4%
Grandville - Building Fund	16,325.00		-			16,325.00	20.6%
October Cash Balance						<u>79,157.73</u>	<u>100%</u>

^KCPF interest reporting is one month behind.

**Kent District Library
Annual Giving Cash Report - October 2011**

Huntington Public Funds - AGF	35,208.10	1.57	0.050%	10,130.73	(11,361.20)	33,977.63	100%
October Cash Balance						<u>33,977.63</u>	<u>100%</u>

Kent District Library Unique Collection Management Report as of October 31, 2011

	2000- 2010	Jan-Dec 2011	October
Accounts In Process			
<i>Total accounts being processed.</i>	19,324	2,377	259
Accounts Activated			
<i>Total accounts who have responded; made a payment, returned material or combination of both.</i>	14,669	1,931	202
Dollars in Process for reporting month			
<i>Total dollar amounts from all accounts being processed.</i>	\$1,954,241.69	\$264,087.02	\$29,933.21
Dollars Received in reporting month for current and past debts			
<i>Total dollar amounts from all accounts being processed.</i>	\$825,229.69	\$76,416.67	\$7,399.23
Materials Returned			
<i>Actual value of materials recovered as reported by Kent District Library.</i>	\$296,103.59	\$78,929.61	\$7,470.30
% of Dollars Received & Materials Returned from In Process Dollars	57.4%	58.8%	49.7%

Notes:

Kent District Library began using Unique Management on January 1, 2000. The Unique Management charge for services is \$8.95 per patron account. The library adds this charge to the patron's library record (account). Several in house efforts are made to collect from the patron before he/she is turned over to Unique Management. They include phone calls and notification letters. By day 60 if the patron has not made an effort to contact or pay the library monies owed, Unique Management is notified. Lakeland Library Cooperative coordinates the transfer of information. On the 63rd day Unique begins its efforts to recover materials and/or collect on the patron's debt. Unique schedule is as follows:

Initial Placement	Secondary Placement
Day 1	Day 64
Letter 1	Letter 3 / 4
Day 21	Phone Calls
Letter 2	
Day 36-49	Day 120-151
Phone Calls	Credit Reporting

The time from the initial Overdue to reporting to National Credit Bureau is 180 days.

Kent District Library
 Check/Voucher Register
11007 - Cash - Operating
 From 10/1/2011 Through 10/31/2011

Chec...	Vendor Name	Check Amount	Check Date
55601	BLUE CARE NETWORK OF MICHIGAN	74,649.18	10/27/2011
55505	BAKER & TAYLOR	40,747.08	10/12/2011
55577	TRIVALENT GROUP, INC-SYSTEMS DIVISION	38,571.92	10/12/2011
55513	COMERICA BANK	34,106.05	10/12/2011
55606	COMERICA BANK	33,570.44	10/27/2011
55539	INGRAM LIBRARY SERVICES	25,293.63	10/12/2011
55599	BAKER & TAYLOR	23,491.31	10/27/2011
55558	MIDWEST TAPE	22,186.79	10/12/2011
55613	FIA CARD SERVICES	21,982.49	10/27/2011
55543	LAKELAND LIBRARY COOPERATIVE	20,117.16	10/12/2011
55612	EBSCO SUBSCRIPTION SERVICES	15,922.80	10/27/2011
55630	INGRAM LIBRARY SERVICES	14,190.33	10/27/2011
55632	KENT COUNTY TREASURER-MI TAX TRIBUNAL REFUNDS	11,846.49	10/27/2011
55646	MIDWEST TAPE	11,433.80	10/27/2011
55524	SUMTOTAL	10,500.00	10/12/2011
55542	CITY OF KENTWOOD	10,241.25	10/12/2011
55509	BookLetters	5,015.00	10/12/2011
55609	CREEKRIDGE CAPITAL LLC-LB	4,837.33	10/27/2011
55541	KENT COUNTY TREASURER-MI TAX TRIBUNAL REFUNDS	4,174.24	10/12/2011
55493	APPLIED IMAGING	3,779.91	10/12/2011
55608	CONSUMERS ENERGY	3,725.78	10/27/2011
55579	UAW LOCAL 2600	3,514.87	10/12/2011
55564	PENWORTHY CO.	3,465.34	10/12/2011
55656	SAME DAY DELIVERY, INC	3,450.00	10/27/2011
55573	SAME DAY DELIVERY, INC	3,300.00	10/12/2011
55549	MICHIGAN LIBRARY ASSOCIATION	3,300.00	10/12/2011
55491	ABDO PUBLISHING	3,145.10	10/12/2011
55667	STAPLES BUSINESS ADVANTAGE	2,706.25	10/27/2011
55544	LAW WEATHERS & RICHARDSON	2,686.60	10/12/2011
55580	UNIQUE MANAGEMENT	2,631.30	10/12/2011
55511	FRED PRYOR SEMINARS / CAREERTRACK	2,200.00	10/12/2011
55592	AT&T	2,123.14	10/27/2011
55517	FINDAWAY WORLD, LLC	1,942.22	10/12/2011
55674	UAW LOCAL 2600	1,854.85	10/27/2011
55619	WARREN GRAHAM	1,828.36	10/27/2011
55637	EMERSON NETWORK POWER	1,728.00	10/27/2011
55565	PLAN AHEAD EVENTS GRAND RAPIDS NORTH	1,703.80	10/12/2011
55650	NEW HORIZONS LEARNING CENTER	1,675.00	10/27/2011
55660	SCOTT'S OUTDOOR SERVICES	1,625.00	10/27/2011
55664	STANDARD & POOR'S CORPORATION	1,540.94	10/27/2011
55654	RANDOM HOUSE, INC.	1,422.98	10/27/2011
55567	RANDOM HOUSE, INC.	1,403.00	10/12/2011
55522	GAYLORD BROS	1,379.52	10/12/2011
55582	U. S. SECURITY ASSOCIATES, INC.	1,284.50	10/12/2011
55662	SIGNS NOW	1,212.50	10/27/2011
55568	RECORDED BOOKS, LLC	1,194.60	10/12/2011
55616	GALE	1,060.48	10/27/2011
55521	GALE	1,047.04	10/12/2011
55655	RECORDED BOOKS, LLC	1,029.47	10/27/2011
55610	CREEKRIDGE CAPITAL LB #17	993.00	10/27/2011
55566	QUIMBY WALSTROM	865.94	10/12/2011

Date: 11/9/11 07:55:44
 AM

Kent District Library
Check/Voucher Register
11007 - Cash - Operating
From 10/1/2011 Through 10/31/2011

Chec...	Vendor Name	Check Amount	Check Date
55614	FINDAWAY WORLD, LLC	794.87	10/27/2011
55530	The Huntington Bank - Michigan	708.74	10/12/2011
55529	GRAND RAPIDS PRESS - Advertising	664.20	10/12/2011
55546	LEWIS PAPER PLACE	659.46	10/12/2011
55675	UNIQUESCREEEN MEDIA	625.00	10/27/2011
55562	NOVELLA, LLC	549.28	10/12/2011
55611	DTE ENERGY	521.66	10/27/2011
55508	THE BOOK FARM, INC.	502.20	10/12/2011
55677	ANSHU VARMA	500.00	10/27/2011
55669	SUPERIOR BUSINESS SOLUTIONS	476.77	10/27/2011
55512	CENTER POINT PUBLISHING	475.14	10/12/2011
55673	TRIVALENT GROUP, INC-SYSTEMS DIVISION	422.63	10/27/2011
55671	TASC	402.00	10/27/2011
55588	MARY KLADDER	400.00	10/18/2011
55600	GreatAmerica Leasing Corporation	372.00	10/27/2011
55605	MICHIGAN OFFICE SOLUTIONS	369.00	10/27/2011
55574	SOCIETY FOR HR MANAGEMENT	360.00	10/12/2011
55584	WASTE MANAGEMENT OF MI-MIDWEST	350.72	10/12/2011
55635	KUSHNER & COMPANY INC	350.00	10/27/2011
55670	SYNERGY MANAGEMENT SOLUTIONS, INC.	349.00	10/27/2011
55617	GENERAL MOTIVATION COMPANY	333.32	10/27/2011
55559	MOVIE LICENSING USA	331.40	10/12/2011
55668	STATE BAR OF MICHIGAN	315.00	10/27/2011
55519	FRIENDS OF THE GRAND RAPIDS PUBLIC LIBRARIES	313.45	10/12/2011
55495	ASSOCIATON OF FUNDRAISING PROFESSIONALS	300.00	10/12/2011
55663	SPECTRUM HEALTH - VISITING NURSES	300.00	10/27/2011
55576	TJ HAMILTON PHOTOGRAPHY	300.00	10/12/2011
55575	TANTOR MEDIA	275.84	10/12/2011
55571	SAENZ AND ASSOCIATES, LLC	274.44	10/12/2011
55492	AT&T	267.07	10/12/2011
55526	GRAND RAPIDS COMMUNITY FOUNDATION	252.00	10/12/2011
55621	GREETOLOGY	250.00	10/27/2011
55563	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C.	244.00	10/12/2011
55581	HEART OF UNITED WAY	233.00	10/12/2011
55569	ROTARY CLUB OF GRAND RAPIDS	230.00	10/12/2011
55676	HEART OF UNITED WAY	228.00	10/27/2011
55570	RTI	218.40	10/12/2011
55638	SIGHTLINE DISPLAY	211.04	10/27/2011
55589	Action Chemical	201.28	10/27/2011
55506	SHERRY BAVA	197.51	10/12/2011
55658	SCHOOL SPECIALTY	179.97	10/27/2011
55651	NOORDYK BUSINESS EQUIPMENT	174.58	10/27/2011
55514	CONSTRUCTIVE PLAYTHINGS	160.95	10/12/2011
55604	AUDIOGO	155.91	10/27/2011
55548	MARSHALL CAVENDISH	152.88	10/12/2011
55661	PICTURE TIME	150.00	10/27/2011
55547	LIBRARY DESIGN ASSOCIATES INC.	145.00	10/12/2011
55561	MUSKEGON AREA DISTRICT LIBRARY	138.74	10/12/2011
55572	SAM'S CLUB	132.00	10/12/2011
55672	TANTOR MEDIA	131.94	10/27/2011
55593	AT&T LONG DISTANCE	128.79	10/27/2011

Date: 11/9/11 07:55:44
AM

Kent District Library
Check/Voucher Register
11007 - Cash - Operating
From 10/1/2011 Through 10/31/2011

Chec...	Vendor Name	Check Amount	Check Date
55618	GORDON WATER SYSTEMS	127.50	10/27/2011
55633	Kent Record Management Inc	126.00	10/27/2011
55518	KATHLEEN FORD	125.00	10/12/2011
55528	GRAPHIC ARTS SERVICE & SUPPLY	124.00	10/12/2011
55494	AT&T LONG DISTANCE	112.04	10/12/2011
55607	COMSTOCK PARK ROTARY CLUB	110.00	10/27/2011
55624	LORI HOLLAND	103.81	10/27/2011
55648	MICHIGAN STATE UNIVERSITY	100.00	10/27/2011
55507	BILINGUAL JOURNEY, LLC	95.70	10/12/2011
55602	SHIRLEY BRUURSEMA	95.52	10/27/2011
55647	BRIAN MORTIMORE	88.80	10/27/2011
55515	CRABTREE PUBLISHING CO.	76.56	10/12/2011
55634	KENTWOOD RECREATION	75.00	10/27/2011
55657	FUSIONARY	70.00	10/27/2011
55681	Kent District Library-LOW	69.80	10/27/2011
55545	LERNER GROUP	67.31	10/12/2011
55586	Kent District Library-ALP	60.00	10/12/2011
55649	CHARLES R. MYERS	57.75	10/27/2011
55520	FREMONT AREA DISTRICT LIBRARY	55.93	10/12/2011
55516	CROSBY AND HENRY	50.00	10/12/2011
55623	VICTORIA D. HOEKSTRA	49.98	10/27/2011
55615	CHARLES FRY	49.43	10/27/2011
55587	KENT DISTRICT LIBRARY-KWD	48.64	10/12/2011
55583	HENRY VRY	45.97	10/12/2011
55636	LAKELAND LIBRARY COOPERATIVE	45.00	10/27/2011
55560	NANCY MULDER	42.43	10/12/2011
55540	PATMOS LIBRARY	38.89	10/12/2011
55525	HEATHER WOOD-GRAMZA	38.04	10/12/2011
55622	ANTOINETTE HARRINGTON	36.20	10/27/2011
55510	BOUND TO STAY BOUND BOOKS	35.00	10/12/2011
55678	SARAH ANN WELLER	33.33	10/27/2011
55653	GAYLE POERTNER	33.26	10/27/2011
55578	TRAVELER'S TRUNK PUBLISHING	30.09	10/12/2011
55652	SCOTT PETERSEN	30.00	10/27/2011
55620	ELIZABETH GREEN	29.83	10/27/2011
55679	LANCE WERNER	28.89	10/27/2011
55631	GEORGETOWN LIBRARY-OG	24.95	10/27/2011
55585	HOWARD MILLER PUBLIC LIBRARY-OZ	24.95	10/12/2011
55680	WHITE LAKE COMMUNITY LIBRARY-SW	20.95	10/27/2011
55590	ALA-APA	20.00	10/27/2011
55659	ANNETTE C. SHUMAY	15.05	10/27/2011
55527	GRANT AREA DISTRICT LIBRARY	7.99	10/12/2011
55523	LOUTIT LIBRARY-OL	6.00	10/12/2011
55603	CEDAR SPRINGS PUBLIC LIBRARY	4.99	10/27/2011
55639	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES	1.17	10/27/2011

Report Total

509,007.71

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Service Center
814 West River Center Dr. NE, Comstock Park, MI 49321
Thursday, October 20, 2011 – 4:30 p.m.

Present: Shirley Bruursema, Charles Fry, Vickie Hoekstra, Charles R. Myers, Scott E. Petersen, Carol Simpson, Penny Weller

Absent: None

Guest: Karen Small, *Circulation Manager – Wyoming Branch*

I. CALL TO ORDER

Chair Charles R. Myers called the meeting to order at 4:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion: Ms. Hoekstra moved to approve the agenda as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. FINANCE REPORTS – September 2011

Motion: Ms. Hoekstra moved to receive and file the September 2011 finance reports as presented.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Director Lance Werner noted that at the October 13, 2011 LLC Board meeting, the Board approved a number of motions related to annual housekeeping matters such as the designation of fund depositories, authorized signatures, and auditor and insurance providers for fiscal year 2011-2012. Additionally, the Board elected its officers for FY2011-2012 with Shirley Bruursema to serve as President, Marty Ferriby as Vice-President, Tom Genson as Secretary, and Claire Sheridan as Treasurer.

The Board also approved the early adopter agreement with Innovative Interfaces for the Sierra ILS platform in replacement of the current Millennium ILS platform. Sierra will utilize the same database of information as does Millennium (since both are Innovative Interfaces products), but will offer libraries additional functionalities as well as some of the freedoms of open source ILS software. LLC will pay for the new platform by utilizing a mix payment plan including Capital Replacement Fund monies and equal payments by those member libraries utilizing the software. KDL's cost will be approximately \$3,000. LLC will likely transition to Sierra no sooner than fall 2012.

VIII. APPROVAL OF MINUTES – September 15, 2011

Motion: Ms. Simpson moved to approve the minutes of September 15, 2011 as presented.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

IX. DIRECTOR'S REPORT – September 2011

Director Werner highlighted the following items from his report:

- Twelve managers have completed the PLA *Turning the Page 2.0* library advocacy training;
- Logins into KDL's wireless network continue to increase at a significant rate and could outpace public computer logins as soon as next year;
- Year-to-date eBook circulation is up over 385% when compared to 2010;
- KDL and Grand Rapids Public Library staff members continue to meet together in order to brainstorm partnership opportunities between the two libraries; and
- KDL was one of six libraries in Michigan selected to participate in the *Measuring Library Outcome Project*. Cheryl Garrison, Assistant Director for Central Services, is overseeing the project and will represent KDL on a panel to discuss the project at the Michigan Library Association's Director's Summit on October 25th.

Director Werner also thanked the Board and staff for their efforts in completing 27 annual reports to our municipal partners. Finally, he thanked Janice Fonger, KDL Development Coordinator, as well as all staff involved in the successful *KDL Celebrates* event on October 18th. He concluded with a special word of thanks to Trustee Penny Weller for her efforts in baking 200 cupcakes for the event.

Chair Myers acknowledged his fellow Trustees for their perfect attendance record thus far in 2011 and thanked them for their diligence in attending Board meetings.

X. OLD BUSINESS

A. Memorandum of Understanding: Pension Plan Actuarial & Legal Services

Chair Myers noted that the memorandum of understanding seeks to make clear that the Pension Board has the authority to select the Pension Plan actuarial and legal service providers. He thanked Pension Board Trustee Henry Vry for his efforts leading to the development of this document.

Motion: Mr. Petersen moved to approve the Memorandum of Understanding as presented and to authorize Secretary Simpson to endorse the document on behalf of the Board.

Support: Supported by Mr. Fry.

RESULT: Motion carried.

B. KDL Policy Manual – Policy 3.3: Public Relations

Motion: Ms. Simpson moved to approve the proposed changes to Policy 3.3 of the Policy Manual as presented.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

XI. NEW BUSINESS

A. Appointment of the 2012 Fund Development Board Chair

Director Werner noted that Shelley Irwin has served as the Fund Development Board Chair for two years and that Maureen Fitzgerald Penn looks to step into this role in 2012.

Motion: Ms. Bruursema moved to appoint Maureen Fitzgerald Penn as the 2012 Fund Development Board Chair.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

B. 2012 Board of Trustees Meeting Schedule

Motion: Ms. Hoekstra moved to approve the 2012 KDL Board of Trustees meeting schedule as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

C. KDL Policy Manual – Section 5: Budget and Finance

The Board discussed the proposed revisions to Section 5 of the Policy Manual and suggested a further grammatical change to Policy 5.10. This policy section, inclusive of all changes, will be presented for a second reading at the November 17, 2011 meeting.

D. Issue Analysis: Personal Identification Numbers (PINs) for Self Check-Out

Director Werner noted that at the September 15, 2011 meeting, the Board requested this formal issue analysis detailing the benefits and drawbacks of adding a PIN requirement at KDL's self check-out terminals. Michelle Boisvenue-Fox (Assistant Director for Public Services) and Sherry Bava (Finance Director) spoke to the staff experience and financial realities associated with stolen library cards. Karen Small (Circulation Manager) provided details concerning the patron experience with the pilot PIN project currently underway at the Wyoming Branch.

The Board discussed the issue analysis and agreed that protecting patron accounts is of utmost importance to the library. They concluded by discussing how the PIN requirement will be communicated with library users and what KDL can do to encourage patrons to protect their PIN.

Motion: Mr. Petersen moved to approve the implementation of a PIN requirement at all KDL self check-out terminals effective January 4, 2012.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

E. Director Evaluation Process

Trustee Simpson reviewed the director evaluation process as detailed in the evaluation timeline. She distributed the Board Survey and encouraged the Board to contact her with any questions. The Board discussed the evaluation process and agreed that a review of the process would be valuable following the completion of this year's evaluation. Chair Myers thanked Trustee Simpson for her efforts and willingness to compile the documents again this year.

F. Trustee Educational Opportunities

The Board discussed the importance of trustee education through attendance at conferences and workshops as well as their fiduciary responsibility to keep within the budget set for these educational undertakings.

G. Trustee Board Assignments

Chair Myers noted that he requested this item to be added to the agenda so the Board could discuss the potential development of a formalized process to review Board assignments; this would provide Trustees with a regular opportunity to express interest in serving, or ending service, on an Advisory Board or the LLC Board. The Board agreed that a formalized process would be helpful and that they would like to continue this discussion at the November meeting. They also expressed interest in appointing a Trustee to serve on the Alliance of Friends Board.

XII. LIAISON REPRESENTATIVE COMMENTS – None

XIII. PUBLIC COMMENTS – None

XIV. MISCELLANEOUS CORRESPONDENCE

Director Werner read correspondence from the Governor's Office in response to the Board's letter concerning the potential elimination of Michigan's Personal Property Tax.

XV. BOARD MEMBER COMMENTS

The Board thanked staff and all those involved in hosting the *KDL Celebrates* event on October 18th. Trustees who attended the celebration expressed how much they enjoyed the party and that they appreciated the opportunity to have hands on experience with some of the new technology highlighted there.

DRAFT

Chair Myers noted that KDL benefits greatly from Director Werner's legal knowledge as a licensed attorney in the State of Michigan. In light of this fact, Chair Myers encouraged the Board to consider approving the ongoing payment of Director Werner's annual State Bar dues to maintain his attorney status in Michigan. The cost of the 2011-2012 dues is \$315.

Motion: Mr. Fry moved to approve the annual payment of Director Lance Werner's State Bar of Michigan membership dues henceforth for the term of Mr. Werner's employment at Kent District Library.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

XVI. MEETING DATES:

Regular Meeting: Thursday, November 17, 2011 – KDL Gaines Township Branch – 4:30 p.m.

XVII. ADJOURNMENT

Motion: Mr. Petersen moved for adjournment at 6:32 p.m.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

DIRECTOR'S REPORT

October 2011

COLLECTION SERVICES

Statistical Category	Amount in October	Increase/Decrease from Previous Month
Library Cardholders	222,918	1,428
Digital Collection Size	8,327	931
Physical Collection Size	1,029,887	-1,573
Physical Items Withdrawn	14,366	1,068
New Materials Processing Time (average)	4 days	no change
MeL Items Requested by KDL Patrons	560	-88
MeL Items Requested from KDL	701	109

HUMAN RESOURCES

Warren Graham, popular speaker and author of *Black Belt Librarians*, partnered with KDL on October 20th to provide training on customer service and library security. In addition to training 46 KDL staff members, we offered librarians throughout the state the opportunity to attend this seminar. Outside participant fees for 87 people (from 19 different libraries) offset the majority of costs in bringing Mr. Graham to Kentwood. KDL was proud to offer first-rate training from a nationally-recognized speaker and to do so in a highly affordable manner.

Kent District Library was honored to have a number of staff present at the Michigan Library Association (MLA) Annual Conference in October, including:

- **Diane Forbes** (Programming and Outreach Specialist) and **Cheryl Garrison** (Assistant Director for Central Services) who presented a session on “Reaching Out to Non-Library Users”;
- **Penni Speets** (Collection Development Librarian) who presented a session on “More than Books: popular AV collections in public libraries”;
- **Heidi Nagel** (Training Manager) who presented a session on “Make Training Count: an introduction to the ADDIE Model”; and
- **Lance Werner** (Director) and **Cheryl Garrison** (Assistant Director for Central Services) who participated in a panel discussion regarding KDL’s involvement in the *Measuring Library Outcomes Project*.

As MLA President-Elect, Lance Werner had the opportunity to address attendees of the MLA Annual Conference during the annual meeting on October 27th and the closing session on October 28th. He briefly spoke about loud librarianship, which is the theme for the 2012 MLA Annual Conference taking place in November 2012.



During the last three months, the Human Resources Department has undertaken a review of KDL’s health and welfare benefit plan design to determine how best to distribute funding for these benefits in light of limited resources and coupled with the recently passed “Publicly Funded Health Insurance Contribution Act.” Anticipated changes for non-union staff will be announced in the near future while changes for union staff will be considered during bargaining in November.

A half-day Leadership Team retreat has been scheduled for December 14, 2011 for the purpose of leadership development and team building. Prior to the retreat, Leadership Team members will complete comprehensive personal assessments of work and leadership styles, which will aid the retreat consultants in providing professional coaching and guiding the meeting process.

On October 6th, KDL held a farewell reception for Tyrone Township Branch Manager Marcia DeMeester who officially retired on October 8th. Those attending the reception enjoyed refreshments and fond memories as they wished Marcia goodbye. Eric DeHaan has transitioned into his new role as the Tyrone Township Branch Manager.



INFORMATION TECHNOLOGY

The replacement of branch public computers is on schedule to begin in early 2012. The Information Technology Department is now reviewing products on the market including hardware and control software necessary to facilitate the replacement.

PUBLIC SERVICES

October 2011 Program Statistics

Type	Tours & Outreach	Adults	Families	Teens	School Age	Young Children	Monthly Total	YTD Total
Events	54	98	44	20	20	297	533	3,887
Attendance	3,170	1,116	1,978	281	202	8,268	15,015	137,081

Community Outreach Updates

The Community Outreach Department participated in five outreach events in October reaching over 850 people with information about KDL. The Blandford Nature Center Fall Harvest Festival on October 15th and the John Ball Zoo Goes Boo on October 28th were two events, in particular, which provided a great opportunity to interact with the public.

eMaterial Updates

The “Download the Library” campaign is set to kick off in November with a social media contest involving specially-branded “Download the Library” books scattered throughout the county. The campaign will continue after Thanksgiving through the use of signs in branches, radio advertisements, and billboards.



Facility Updates

Starting in 2012, there will be road construction in front of the Kentwood Branch as a roundabout is added near the library entrance. The roundabout will serve to slow down traffic on Breton Rd. thereby making it easier for patrons to cross the street and visit the library.

The DeweyFree Project at the Wyoming Branch moves forward with the arrival of endcap signage for the juvenile non-fiction collection. Staff will begin transitioning the collection to the DeweyFree model in November with the adult non-fiction collection slated to be reordered in December 2011.

KDL Fund Update



Over 150 people attended the *KDL Celebrates: Dewey to Digital in 75* event held on October 18th at the KDL Service Center. This 75th Anniversary event provided an opportunity to celebrate KDL’s history and look ahead to what is on the horizon for our organization. Guests enjoyed scrumptious food and beverages, interacted with a number of local authors, and explored some of KDL’s online offerings including eBooks, downloadable music, and language learning tools. The event raised \$13,075 for the Fund.

Partnership Updates

In October, KDL partnered with the Career Transitions Center of West Michigan to offer five workshops aimed at job seekers. These workshops were offered at the Krause Memorial and Wyoming Branches and covered such topics as “Networking Strategies” and “Behavioral Interviewing and Effective Negotiating.”

Goodwill Industries of Greater Grand Rapids approached KDL to see if we could help a young woman with no work experience overcome her fear of the workplace. The Wyoming Branch took up the challenge and invited her to spend time shelving and helping out in the youth area. After spending a number of weeks working in the branch, the young woman began to gain confidence as she became familiar with the hum of the workplace and interacted with staff and patrons.

Patron Services Update

The Patron Services Department has completed its test of chat/instant messaging software in preparation for KDL’s launch of a chat-based reference service for our patrons. The new service is expected to be launched on December 1, 2011.

Programs and Events



On October 16th, more than 250 people attended our latest KDLville ribbon-cutting event at the Cascade Township Branch. Guests celebrated the grand opening with Katie L., KDL’s elephant mascot, and enjoyed exploring the new early literacy play space. There was also plenty of fun to be had with crafts, games, balloon animals, face painting and, of course, a very special KDLville cake.

Over 100 people attended KDL’s latest Early Childhood Essentials Day of Learning on October 15th in Grandville. The all day event focused on the cycles of childhood and how to make books and music come alive. This educational opportunity offered practical knowledge and helpful techniques for teachers and daycare providers as they look to reach young learners.

The Cascade Township Branch held three “Gadget Petting Zoos” in October to provide interested patrons with hands-on experience with new media devices like the Apple iPad[®] and the Amazon Kindle[®]. Patrons also received assistance in downloading eBooks from KDL’s collection. These petting zoos have been undertaken at a number of branches and have received overwhelmingly positive feedback from patrons.

Website Update

KDL’s mobile eBook website recently underwent a number of updates to make it even easier for patrons to find the perfect eBook or eAudiobook. New features include an advanced search option, ability to show only available titles, and functionality to search within the results window to narrow down a list of titles.

PATRON RESPONSE STORIES

A mother who regularly attends Storytime with her daughter at the *Gaines Township Branch* reported to staff that when her family went to Pizza Hut to use their free coupons from Summer Reading Club, her daughter was asked by the cashier if she likes to read. In response, the young girl said, “Yes and we do Jack and Jill at Storytime” and then proceeded to do the entire Jack and Jill finger play for the smiling employee.

A grandparent who attends Toddlertime with her grandson at the *Grandville Branch* apologized to a staff member that her grandson didn’t pay more attention during the program. The staff member assured her that toddlers are often physically busy during a program, but are picking things up. The staff member was proven correct when the grandmother reported the following week that upon returning home from Toddlertime her grandson raced into the backyard yelling “pigs out, pigs out” just like the character in the read aloud story.

UPCOMING MEETINGS AND EVENTS OF INTEREST

MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., Nov. 17, 2011	4:30PM	KDL Gaines Township Branch
KDL Regular Board Meeting	Thurs., Dec. 15, 2011	4:30PM	KDL Service Center
KDL Regular Board Meeting	Thurs., Jan. 19, 2012	4:30PM	KDL Service Center
EVENTS	DATE	TIME	LOCATION
KDL All-Staff Event	Monday, January 16, 2012	8:30AM	Prince Conference Center, Calvin College
2012 PLA Annual Conference	March 13-17, 2012	Varies	Philadelphia, PA
2012 ALA Annual Conference	June 21-26, 2012	Varies	Anaheim, CA
2012 MLA Annual Conference	November 7-9, 2012	Varies	Dearborn, MI

KDL

Kent District Library
www.kdl.org

October 2011 Media Report

Overall Summary							
Features	News Briefs	Mentions	Editorials	Photos	Video	Other	Total
12	11	1	0	16	1	3	44

Coverage by Media Outlet	
The Grand Rapids Press	October 12 – “43-year-old Alan Waldron admits to using Lowell Library Wi-Fi to download child pornography” (feature) October 13 – “Authors, technology the center of Kent District Library's 75th year anniversary event” (feature and two photos) October 18 – “Kent District Library celebrates 75th anniversary with party (6 photos)”
Middleville Sun and News	October 1 – “Caledonia Library mural finished” (3 photos) October 1 – “Caledonia Library changes October computer classes” (feature) October 8 – “Kent District Library Supports ‘Replace, Don’t Erase’ Campaign” (feature)
Rockford Independent	October 12 – “KDL supports 'replace, don't erase'” (feature)
WOODTV.com	October 12 – Man stole Internet to get child porn (feature)
WZZM TV 13	October 15 – “Kent District Library Celebrates 75 Years” (feature and video)
WZZM13.com	October 6 – “October Hot Titles at the East Grand Rapids Library” (brief) October 7 – “Celebrate the Season with Fall Programs at the Kent District Library” (brief) October 7 – “Win Tickets to Sesame Street Live from the Kent District Library” (feature) October 12 – “Lowell internet pirate pleads in child porn case” (feature) October 20 – “Home-Based Sales and Craft Show at the Plainfield Library” (brief)
Fox17online.com	October 12 – “Man Accused of Using Library Wifi to Download Child Porn Pleads” (feature)
Cedar Springs Post	October 23 – Hometown Happenings “Celebrate Dia de los Muertos (Day of the Dead) at KDL” (brief)

<p>Advance Newspapers</p>	<p>October 1 – “Create and design during the Lego Family Block Party at the Plainfield library” (brief) October 3 – “Krause Memorial library in Rockford to hold Gadget Petting Zoo” (brief) October 4 – “Kent District Library to hold Early Childhood Essentials Day of Learning” (feature) October 6 – “Grandville library to hold book discussion on 'The Graveyard Book' by Neil Gaiman” (brief) October 7 – “The KDL to host celebration... Dewey to Digital in 75 years” (feature) October 19 – “Teen Zone to be held at Grandville library” (brief) October 19 – “Author Amberrose Hammond to bring local ghost stories to Grandville library” (brief) October 20 – “Comstock Park Lions Charities to host fundraiser” (mention) October 24 – Open house scheduled at home of original Cutlerville son (feature) October 28 – “Early Childhood Essentials program to be held at Plainfield Township library” (brief) October 31 – “Plainfield Township library to hold book discussion on 'The Cider House Rules' by John Irving” (brief)</p>
<p>Other</p>	<p>Grand Rapids Frugal Living Examiner: October 7 – “Family + Library = Fun” Alpine Township Website Companion: October 8 – “Day of the Dead - Día de los Muertos” (5 photos) School Library Journal: October 25 – “What Are They Reading for Fun?: Spy Stories, Steampunk, and Paolini”</p>

Highlighted Articles Included

This report does not include paid advertising or media sponsorship. Content from smaller/localized media outlets may not be captured in report.

October 2011 Overview:

A significant portion of KDL’s media coverage in the month of October focused on the *KDL Celebrates: Dewey to Digital in 75* anniversary event. Director Lance Werner promoted the event on WZZM. Other highlights included KDL’s support of the *Replace, Don’t Erase* Campaign, a variety of program publicity, and some follow-up stories on the man in Lowell who used library wi-fi to download child pornography.

October 3

Advance Newspapers

Krause Memorial Library in Rockford to hold Gadget Petting Zoo

Get a chance to look and touch the latest downloadable devices in the program "Hot Tech Topics: Gadget Petting Zoo "set for Oct. 6 at the Krause Memorial Branch of the Kent District Library in Rockford.

The program for adults begins at 6 p.m. and features a one-hour presentation on how to use devices such as the Nook and iPad to download free music, eBooks, and eAudiobooks from the library’s digital collection.

The library is located at 140 E. Bridge St. For more information, call 784-2007.

October 7

Advance Newspapers

The KDL to host celebration... Dewey to Digital in 75 years

The Kent District Library Fund will host an anniversary celebration with proceeds benefiting a wonderful cause.

KDL Celebrates: Dewey to Digital in 75 will take place from 7 to 10 p.m. on Tuesday at the Kent District Library Service Center, 814 West River Center NE in Comstock Park.

This event will celebrate 75 years of Kent District Library, from its humble beginnings during the Great Depression to one of Michigan's most respected and busiest library systems.

Tickets for KDL Celebrates are \$75 each and are available at www.kdl.org. Proceeds will support KDL literacy programs for young children as well as preservation of quality library services for the next 75 years.

Featured local authors include Sarah Kallio, DJ DeSmyter, Wade Rouse, Liesel Litzenburger, Michael Lindley, Sue Stauffacher, Kristina Riggle, Sue Merrell, Tobin Buhk, and several others will be on hand.

Brilliance Audio of Grand Haven will bring International best-selling authors, Tess Gerritsen and Susan Wiggs to the party via Skype technology. Books and audio books from the authors will be available for purchase at the party.

Guests will enjoy noshes and beverages while engaging in the current and future highlights of KDL. To truly enjoy KDL Celebrates, guests are invited to bring their smartphones, eBook readers or tablets to get a taste of KDL's digital offerings and other special activities. Guests can also participate in a special "Library Lovers" auction.

For more information, please visit www.kdl.org.

October 12
The Rockford Independent
KDL supports 'replace, don't erase'

The Kent District Library (KDL) has joined other public libraries, local governments and public schools throughout the state in support of the "Replace, Don't Erase" campaign, imploring state legislators to guarantee replacement revenues if the personal property tax (PPT) is eliminated.

An effort is underway in Lansing to repeal the PPT, which provides revenue to libraries and public schools as well as assists local governments in paying for police and fire protection, drinking water systems, roads, bridges and parks.

"Losing the personal property tax would be devastating to the Kent District Library," said Director Lance Werner. "Our branches are busier than ever with people turning to the library for job hunting, résumé writing, information and entertainment resources as well as community programming."

The tax accounts for 7 percent, or \$1.1 million, of the organization's 2011 operating budget. The KDL already has lost \$1.5 million in revenue throughout the past two years due to declining property values, a loss of income from local millage and cuts in state aid for libraries.

Werner anticipates the library would need to consider layoffs, reducing operating hours and cuts to the collection budget if the PPT is eliminated and not replaced.

"It would significantly impact KDL's ability to deliver service at a level our community has come to expect," he said. "We need supporters to contact their elected officials and let them know about how much they value their local libraries."

The Kent District Library is a millage-supported system encompassing 18 branch libraries in 26 governmental units throughout Kent County. The KDL serves 362,312 people in all areas of the county except the cities of Grand Rapids and Cedar Springs, the village of Sparta and Solon and Sparta townships, according to its website.

For more information, visit www.kdl.org.

October 12
The Grand Rapids Press
43-year-old Alan Waldron admits to using Lowell Library Wi-Fi to download child pornography

GRAND RAPIDS – Alan Waldron of Lowell said he tried to get the child pornography off his computer, but he pleaded guilty to using the library's wireless Internet to download it.

Waldron, 43, faces a maximum of five years in prison when he is sentenced on Dec. 5 for using the Lowell Library's wireless to download more than 100 images of pornography including some that included sexual acts between children younger than 10.

Today, Waldron told Kent County Circuit Court Judge James Robert Redford that he used the terms "young" and "teen" while searching for porn.

"I didn't think they were going to be as bad as they were," Waldron said.

Waldron said before police showed up in August, he tried to delete the child images, but he did not go as far as destroying the computer or its hard drive.

"I wish I would have," Waldron said.

Waldron lived near the library on East Main Street and bragged on his Facebook page that he had gained free 24-hour Internet access.

October 12
WOODTV.com
Man stole Internet to get child porn

GRAND RAPIDS, Mich. (WOOD) – 43-year-old Alan Andrew Waldron pleaded guilty on Wednesday to hacking a protected Internet access point earlier this year -- and then using that access to download child pornography to his personal computer.

He bragged about hacking the Lowell Public Library's Internet on Facebook. A post from Waldron's Facebook page stated: "Finally... Hacked a protected access point for 24 Hr. Internet FREE. The library goes down @ 11:00 pm. Like to download my movies and such while I sleep. All good now! WOOT!"

Acting on a tip from the U.S. Department of Homeland Security, the Lowell Police Department investigated information that Waldron was using the Lowell Public Library wireless connection to download the child porn. Waldron was able to hack the system from home because he lived on E. Main Street in Lowell near the library.

He was arrested in August and charged with possession of child sexually abusive material, unauthorized use of a computer and using a computer to commit a crime.

Waldron was scheduled to be in Kent County Circuit Court for a status conference on Wednesday. He entered his plea during that conference. Sentencing is set for Dec. 5. Waldron was released from jail on \$10,000 bond pending his sentencing.

October 13
The Grand Rapids Press
Authors, technology the center of Kent District Library's 75th year anniversary event

(pictured at right) The Kent District Library's first bookmobile begins operations, a half-ton truck outfitted to hold 400 volumes. The bookmobile stopped at 107 county schools once every six weeks.

Bring your smart phones, iPads and ereaders.

Kent District Library patrons would have wondered what planet you were from if you gave them those directions when it first opened.



But that's what booklovers are invited to do Tuesday as the library celebrates its 75th year. "We're showcasing products we offer patrons that most folks don't know about," said Janice Fonger, development coordinator for KDL.

Local and national authors will participate in person and via Skype, and guests can learn how to use the latest technology used by the system.

Several local authors, including Kristina Riggle, Gary Schmidt, Wade Rouse and Michael Lindley, will be at the event, and there will be Skype visits by bestselling authors Tess Gerritsen and Susan Wiggs.

One of the first ventures of Lance Werner, the new executive director who started in May, was to move into the world of ebooks. KDL is creating its own collection, rather than participate in a consortium that had patrons waiting up to five months for an ebook.

"We are developing the most robust ebook collection of all public libraries in Michigan," Werner said. "We decided to be aggressive on this; we expect ebooks to be huge."

Werner forecasts a continued rise in use of virtual materials, plus a bigger virtual collection. He also dreams of a Living Library, in which patrons can "check out" professionals from the community for advice and assistance, as well as library spaces being used as community spaces for classes, training, etc.

"We're successful because we've laid a good foundation, and we'll continue to be successful because we run at the future," Werner said. "Whatever happens, we'll be there to deal with it."

KDL Celebrates Dewey to Digital in 75

- What: Kent District Library Fund celebration of its 75th anniversary. Features local and national authors and refreshments.
- When: 7-10 p.m. Tuesday
- Where: KDL Service Center, 814 West River Center NE
- Tickets: \$75 each, proceeds support literacy programs
- More: To register and see list of authors, go to kdl.org or via [Facebook.com/KDLFund](https://www.facebook.com/KDLFund)

October 18 The Grand Rapids Press Kent District Library celebrates 75th anniversary with party

Matthew Weber, 6, hugs Katie L., the Kent District Library's lovable elephant mascot Tuesday evening at the Kent District Library's Comstock Park Branch. In celebration of its 75th anniversary this year, KDL is hosting a 'Katie L.'s Big Top Birthday' program at many of its branches.



Valerie Montague paints her son Maxwell Willmer's hand to make a print Tuesday evening at the Kent District Library's Comstock Park Branch. In celebration of its 75th anniversary this year, KDL is hosting a 'Katie L.'s Big Top Birthday' program at many of its branches.



Lindsay VanderMaas, 6, and Hallie Wagner, 6, make birthday hats together Tuesday evening at the Kent District Library's Comstock Park Branch. In celebration of its 75th anniversary this year, KDL is hosting a 'Katie L.'s Big Top Birthday' program at many of its branches.

Memo

To: KDL Board of Trustees
 From: Human Resources
 Date: November 8, 2011
 Re: Staff Changes & Anniversaries

The following staff changes have been or will be made:

Departures

		<u>Effective</u>
Eileen Eyke	Shelver – Kentwood	November 11
Lindsay Dodson	Circulation Assistant - Grandville	November 23

New Appointments

Elizabeth Moody	Shelver – Gaines / Kentwood	October 24
Catherine Campbell	Substitute Circulation Assistant	October 31
Jessica D’Felio	Substitute Circulation Assistant	October 31
Dawn Heerspink	Substitute Circulation Assistant	October 31
Christopher McKinnon	Substitute Circulation Assistant	October 31
Michael Platte	Substitute Circulation Assistant	October 31
Catherine Stanley	Substitute Circulation Assistant	October 31

Promotions & Transfers

Amy Ranger	Circulation Assistant – Kentwood <i>(transferred from Substitute Circulation Assistant)</i>	October 24
Pete Lewandoski	Adult Librarian – Kentwood <i>(promoted from Adult Paraprofessional - Cascade)</i>	November 21

Open Positions

Circulation Assistant – Comstock Park	20 hours
Shelver – Kentwood	20 hours
Shelver – Grandville	20 hours
Shelver – Cascade	15 hours
Circulation Assistant – Grandville	20 hours
Adult Paraprofessional – Cascade	20 hours

Employee Anniversaries – December

Jacque Viol	Cascade	20 years
Ruth Westemeyer	Kentwood	20 years
Jennifer Doornbos	Grandville	14 years
Diana Gray	Grandville	13 years
Barbara Miller	Grandville	13 years
Debra Schultz	Alto	9 years
Sandy Vanvugt	Byron	9 years
Eric DeHaan	Tyrone Twp.	8 years
Michelle Daling	Wyoming	7 years
Beth Johnstone	Cascade	7 years
Deb Lilly	Cascade	4 years
Penni Speets	Collection Dev.	4 years
Matthew Arends	Krause	2 years
Theresa Eastman	Tyrone Twp.	2 years
Kristin Siegel	Comstock Park	2 years
George Wissmiller	EGR	2 years
David Amo	Kentwood	1 year
Diane Persky	Byron	1 year
Christina Straw	Englehardt	1 year
Megan Taylor	Cascade	1 year



Kent District Library
www.kdl.org

Board of Trustees Attendance 2011

(X = present)

	Shirley Bruursema	Charles Fry	Fran Gilcrest	Vickie Hoekstra	Charles Myers	Scott E. Petersen	Carol Simpson	Penny Weller
January 20	<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"/>
February 17 Special	<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"/>
February 17 Regular	<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"/>
March 1 Special	<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"/>
March 17 Special	<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"/>
March 17 Regular	<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 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"/>
May 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"/>
June 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"/>
July 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"/>
August 18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Resigned August 2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
August 25	<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 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"/>
October 20	<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"/>
November 17	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December 15	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Trustee Myers participated via telephone conference on July 21st.

Kent District Library Visitor Count

October 2011

BRANCH	OCT. 2011	OCT. 2010	% CHANGE	YTD 2011	YTD 2010	% CHANGE
Alpine Township	3,913	4,000	-2.2%	42,895	43,046	-0.4%
Alto	1,781	1,375	29.5%	17,822	18,227	-2.2%
Byron Township	12,339	12,646	-2.4%	138,650	143,000	-3.0%
Caledonia Township	6,925	6,708	3.2%	79,675	69,975	13.9%
Cascade Township	21,529	23,505	-8.4%	242,415	265,839	-8.8%
Comstock Park	8,217	8,100	1.4%	82,462	87,092	-5.3%
East Grand Rapids	32,824	31,647	3.7%	319,022	364,804	-12.5%
Englehardt	9,281	10,026	-7.4%	106,302	115,077	-7.6%
Gaines Township	12,407	12,548	-1.1%	129,832	137,995	-5.9%
Grandville	34,521	34,127	1.2%	380,606	381,991	-0.4%
Kentwood	23,853	27,199	-12.3%	242,967	266,837	-8.9%
Krause Memorial	16,314	16,296	0.1%	173,189	177,458	-2.4%
Plainfield Township	26,872	26,920	-0.2%	282,748	315,079	-10.3%
Sand Lake/Nelson Township	4,802	5,284	-9.1%	51,284	62,394	-17.8%
Spencer Township	2,114	1,469	43.9%	23,496	21,015	11.8%
Tyrone Township	2,578	2,330	10.6%	25,623	28,870	-11.2%
Walker	13,300	13,479	-1.3%	148,350	160,404	-7.5%
Wyoming	32,800	31,890	2.9%	338,573	359,151	-5.7%
TOTAL	266,370	269,549	-1.2%	2,825,911	3,018,254	-6.4%

ONLINE*	OCT. 2011	OCT. 2010	% CHANGE	YTD 2011	YTD 2010	% CHANGE
KDL website (www.kdl.org)	118,865	123,563	-3.8%	1,250,199	1,279,518	-2.3%
KDL mobile website (m.kdl.org)**	8,576	-	100.0%	67,295	-	100.0%
KDL databases	4,444	4,113	8.0%	42,524	40,725	4.4%
KDL OverDrive site***	21,359	-	100.0%	44,682	-	100.0%
KDL What's Next site	64,941	60,680	7.0%	632,809	552,055	14.6%

*Online statistics exclude visits from KDL computers (i.e., staff and public PCs)

**KDL's mobile website went live in January 2011

***YTD 2011 data references visits since August 19, 2011 when KDL's OverDrive site went live

**KENT DISTRICT LIBRARY
CIRCULATION STATISTICS
October 31, 2011**

Branch	Self Check-out %	Oct '11	Oct '10	Change	% Change	YTD 2011	YTD 2010	Change	% Change
Alpine Township	n/a	5,772	5,447	325	6.0%	61,297	57,006	4,291	7.5%
Alto	n/a	3,487	3,141	346	11.0%	38,618	38,820	(202)	-0.5%
Byron Township	93.0%	29,700	28,417	1,283	4.5%	328,742	299,351	29,391	9.8%
Caledonia Township	95.0%	18,218	9,985	8,233	82.5%	187,304	114,355	72,949	63.8%
Cascade Township	93.9%	54,597	52,919	1,678	3.2%	609,151	602,807	6,344	1.1%
Comstock Park	94.9%	14,620	12,898	1,722	13.4%	150,527	140,740	9,787	7.0%
East Grand Rapids	94.3%	41,919	39,564	2,355	6.0%	452,650	483,022	(30,372)	-6.3%
eBooks	n/a	8,479	1,474	7,005	475.2%	47,045	9,407	37,638	400.1%
eAudiobooks*	n/a	3,490	3,225	265	8.2%	35,981	28,907	7,074	24.5%
eMusic (Freegal)**	n/a	7,242	2,679	4,563	170.3%	63,634	4,966	58,668	1181.4%
Englehardt	92.7%	16,169	16,291	(122)	-0.7%	179,075	180,713	(1,638)	-0.9%
Gaines Township	94.9%	27,624	25,020	2,604	10.4%	288,137	270,066	18,071	6.7%
Grandville	94.5%	54,619	48,809	5,810	11.9%	595,317	548,103	47,214	8.6%
Kentwood	94.4%	55,207	55,216	(9)	0.0%	576,814	505,630	71,184	14.1%
Krause Memorial	95.5%	35,176	33,163	2,013	6.1%	394,613	351,916	42,697	12.1%
LBPH	n/a	1,854	2,872	(1,018)	-35.4%	29,201	28,480	721	2.5%
Plainfield Township	95.4%	56,791	53,491	3,300	6.2%	625,099	604,773	20,326	3.4%
Sand Lake / Nelson Twp	83.9%	10,562	10,310	252	2.4%	103,071	119,752	(16,681)	-13.9%
Service Center	n/a	3,648	3,023	625	20.7%	35,820	33,651	2,169	6.4%
Spencer Township	n/a	3,968	2,799	1,169	41.8%	44,731	39,915	4,816	12.1%
Tyrone Township	n/a	4,120	4,200	(80)	-1.9%	48,576	47,388	1,188	2.5%
Walker	94.1%	28,022	25,421	2,601	10.2%	311,322	308,528	2,794	0.9%
Wyoming	95.9%	57,467	53,392	4,075	7.6%	608,960	558,842	50,118	9.0%
Totals		542,751	493,756	48,995	9.9%	5,815,685	5,377,138	438,547	8.2%

Systemwide Self Check-out %: **93.7%**

*eAudiobook circulation includes both OverDrive and NetLibrary check-outs.

**KDL began offering Freegal eMusic in September 2010.

Open Hours

	Oct '11	Oct '10	Change	% Change	YTD 2011	YTD 2010	Change	% Change
All Locations	3,908.0	3,805.5	103	2.7%	37,470.5	37,480.5	(10)	0.0%

Section 5: Budget and Finance

- 5.1 [Investments](#)
 - 5.1.1 [Annual Budget and Adjustments](#)
 - 5.1.2 [Fund Balance](#)
- 5.2 [Contracting for Goods, Services, & Works of Improvement](#)
- 5.3 [Conflict of Interest – Board and Staff](#)
 - 5.3.1 [Contest Participation](#)
- 5.4 [Code of Ethics – Board](#)
- 5.5 [Petty Cash](#)
- 5.6 [Acceptance of Non-book Gifts](#)
- 5.7 [Collection Agency](#) CHANGE
- 5.8 [Credit Card Use](#)
- 5.9 [Non-Sufficient Funds \(NSF\) Check Return Fee](#) CHANGE
- 5.10 [Fraud Prevention](#) CHANGE
- 5.11 [Capture of KDL Millage](#)
- 5.12 [KDL Fundraising](#)
- 5.13 [Records Retention](#)
- 5.14 [Fixed Assets](#)

INVESTMENTS

1. STATEMENT OF PURPOSE

It is the policy of Kent District Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Library and to comply with all state statutes governing the investment of public funds.

2. SCOPE OF POLICY

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

3. INVESTMENT OBJECTIVES

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

Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall portfolio.

Diversification – The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment – The investment portfolio shall be designed with the objective of obtaining a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives.

4. DELEGATION OF AUTHORITY TO MAKE INVESTMENTS

Authority to manage the investment program is derived from [MCL 397.182](#). Management responsibility for the investment program is hereby delegated to the Board Treasurer (or Finance Director as designee of the Board Treasurer) who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures shall include references to: Safekeeping, delivery vs.

payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Board Treasurer. The Board Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Board Treasurer may delegate any day-to-day functions under this investment policy to the Finance Director as his or her designee.

5. LIST OF AUTHORIZED INVESTMENTS

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

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

6. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

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

7. STATEMENT CONCERNING SAFEKEEPING AND CUSTODY

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

8. STANDARD OF PRUDENCE

The Board Treasurer (and the Finance Director as designee of the Board Treasurer) shall make such investments and only such investments as a prudent person would make in dealing with the property of another having in view the preservation of the principal and the

amount and the regularity of the income to be derived.

9. STATEMENT OF ETHICS

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

10. INVESTMENT ACTIVITY REPORT

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

ANNUAL BUDGET AND ADJUSTMENTS

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

The budget is a working document. Changes in projections, projects, or unknown events are cause for variations from budget to actual numbers. As such, during the course of the fiscal year (January – December) budget adjustments will be presented by the Director and Finance Director to the Board as needed to keep the budget accurate. Typically, but not limited to, budget adjustments will be presented in August and December of each year.

FUND BALANCE

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

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

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

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

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

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

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

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

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

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

- The Library will maintain a fund balance equal to the balance of any long term outstanding balances due from others;

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

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

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

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

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

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

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

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

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

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

CONTRACTING FOR GOODS, SERVICES, AND WORKS OF IMPROVEMENT

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

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

The Director and Finance Director are authorized to make purchases for all items when the cost per item is under \$5,000. For purchases when the cost per item exceeds \$5,000 and is under \$10,000, the Director and Finance Director are authorized to make purchases after obtaining a minimum of three quotations. The above-noted purchases require the signatures of both the Director and the Finance Director and will be reported to the Board at its next meeting.

Goods, services, and works of improvement costing over \$10,000 and no more than \$15,000 shall require three or more quotations to determine price and availability. The Library Board's approval is required, within the confines of the approved budget, for all purchases or contracts in excess of \$10,000 with the exception of PCs, computer peripherals, and software provided for in the approved annual Technology Plan. These items may be purchased without prior Board approval on each purchase. Ongoing budgeted operational supply purchases are exempt from this policy. Staff will annually survey product costs from various vendors to ensure competitive pricing.

Contracts for the purchase of goods, services, and for works of improvement costing over \$15,000 shall be advertised for sealed bids once a week for two consecutive weeks in at least one newspaper of general circulation within Kent County. The award of contract for such goods, services, and works of improvement shall be approved by the Board of Trustees.

The Kent District Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid.

There may be some items/services for which there is only one supplier, and therefore it may be impossible to have competitive bids. In such cases, the Board may waive the requirement for bids.

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

CONFLICT OF INTEREST – BOARD

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

BOARD CONFLICT OF INTEREST STATEMENT

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

Signature

Date

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

CONFLICT OF INTEREST – STAFF

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

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

STAFF CONFLICT OF INTEREST STATEMENT

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

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

Signature

Date

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

CONTEST PARTICIPATION

Kent District Library Staff and Board of Trustees are not eligible to enter contests for the public sponsored by the Library. This applies to contests sponsored directly by Kent District Library or in partnership with another agency, organization, or business. This prohibition also applies to the immediate family (spouse, children, parents, and siblings) of Staff and Trustees.

CODE OF ETHICS – BOARD

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

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

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

DISTRIBUTION OF THIS CODE

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

CODE OF ETHICS – ACKNOWLEDGEMENT

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

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

Signature: _____

Print Name: _____

Date: _____

PETTY CASH

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

ACCEPTANCE OF NON-BOOK GIFTS

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

COLLECTION AGENCY

The purpose of the Kent District Library is to make materials available for use by the public. The Library must use whatever methods necessary to ensure materials are available to the greatest number of people. While most library patrons return materials in a timely fashion, some hold materials overdue for extended periods of time. To address this, Kent District Library may use the services of an independent collection agency when an account has fines and/or bills equal to or in excess of \$40 and **at least one of** these charges have been on the account for more than sixty-three (63) days.

CREDIT CARD USE

Kent District Library maintains corporate credit/debit card accounts. These cards are to be used for the purchase of goods or services for the official business of the Library. The Finance Director is responsible for credit/debit card issuance, monitoring, retrieval, and compliance with this policy. The purchases made through the Library's multiple credit/debit cards will not exceed \$35,000 per month.

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

NON-SUFFICIENT FUNDS (NSF) CHECK RETURN FEE

The Kent District Library will charge \$30 per check for all NSF **returned** checks. ~~returned due to non-sufficient funds in the patron's account. The \$30 fee is charged for the purposes of covering the bank fee charged to KDL for the return, as well as labor costs to handle the NSF check.~~ **The \$30 fee covers the cost of labor to handle the returned check and the bank fee charged to KDL for the return.**

FRAUD PREVENTION

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

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

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

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

When fraud or related misconduct is reported, the Library Director will conduct an appropriate investigation and take all necessary action, including reporting such activity to the appropriate authorities.

CAPTURE OF KDL MILLAGE

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

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

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

KDL FUNDRAISING

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

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

RECORDS RETENTION

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

FIXED ASSETS

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

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

Threshold

The cost of the asset to be capitalized shall exceed \$2,000. The asset may consist of one item or a group of similar or supportive items. Any asset not meeting this threshold shall be expensed in the current period.

Physical Inventory

A physical inventory will be conducted on a biannual basis for all capitalized assets until the item(s) is no longer in use. Similarly, a physical inventory will be conducted on a biannual basis for all non-capitalized assets with a value greater than \$500 until the item(s) is no longer in use. All fixed assets and inventory items will be properly tagged and electronically tracked.

Additions

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

Disposals

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

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

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

Trustee Board Assignments

KDL ALLIANCE OF FRIENDS (MEETS QUARTERLY)				
<i>Trustee</i>	<i>Appointment Date</i>	<i>Reappointment Date</i>	<i>Years of Service</i>	<i>Notes</i>
Vacant	n/a	n/a	n/a	
KDL FUND DEVELOPMENT BOARD (MEETS BI-MONTHLY)				
<i>Trustee</i>	<i>Appointment Date</i>	<i>Reappointment Date</i>	<i>Years of Service</i>	<i>Notes</i>
Charles Fry	December 20, 2007	n/a	3 years, 11 months	Announced by KDL Director Martha Smart at 12/20/2007 Board Meeting
Penny Weller	January 20, 2011	n/a	11 months	Appointed by Board Motion
KDL PENSION BOARD (MEETS QUARTERLY)				
<i>Trustee</i>	<i>Appointment Date</i>	<i>Reappointment Date</i>	<i>Years of Service</i>	<i>Notes</i>
Charles R. Myers	January 18, 2001	n/a	10 years, 11 months	Appointed by Board Motion
Scott E. Petersen	December 16, 2010	n/a	11 months	Appointed by Board Motion
LAKELAND LIBRARY COOPERATIVE (LLC) BOARD (MEETS MONTHLY)				
<i>Trustee</i>	<i>Appointment Date</i>	<i>Reappointment Date</i>	<i>Years of Service</i>	<i>Notes</i>
Shirley Bruursema	February 16, 1994	n/a	17 years, 9 months	Appointed by KDL Board Chair Teresa Pawl-Knapp

Section 2: Circulation

2.1 [Library Card Registration](#)

2.1.1 [Student Cards](#)

2.1.2 [Seasonal Cards](#)

2.1.3 [Institutional Cards](#)

2.1.4 [Non-Resident Cards](#)

CHANGE

2.2 [Lakeland Library Cooperative Member Library Cards](#)

2.2.1 [Michicard](#)

2.3 [Replacement Cards](#)

2.3.1 [Lost or Stolen Cards](#)

2.4 [Privacy of User Records](#)

2.4.1 [Library Documents](#)

2.5 [Overdue, Lost, and/or Damaged Materials](#)

2.5.1 [Fees](#)

2.6 [Non-print AV Materials Use](#)

NON-RESIDENT CARDS

Residents within the geographical area of the Lakeland Library Cooperative's boundaries who do not qualify for a library card at any Lakeland Library Cooperative member library may purchase a KDL non-resident library card for ~~a an annual~~ fee. The ~~annual~~ fee covers all family members in one household and each family member may be issued their own non-resident card. KDL non-resident cards are honored only at Kent District Library branches and are not valid at other Lakeland Library Cooperative member libraries. Non-resident cardholders may place holds on KDL items only. **Non-resident cards do not allow access to KDL downloadable content including, but not limited to, eBooks and eAudiobooks.**

Non-resident cards are available for purchase **at a cost of \$10.00** ~~beginning January 1, 2011~~ and ~~will expire on~~ **February 29, 2012.** ~~December 31, 2011 with the purchase fee prorated on a quarterly basis.~~

**KENT DISTRICT LIBRARY
BOARD OF TRUSTEE BYLAWS**

(Amended and Restated Effective March 20, 2008)

The undersigned have been constituted as Board of Trustees of a District Library under Act 24 of Public Acts of 1989 of the state of Michigan, and have adopted the following as their amended and restated bylaws by a proper resolution at a regular meeting held the 20th day of March, 2008.

Article I - Definition of Library District

- 1.1 The corporate name of the District is "Kent District Library" (KDL).
- 1.2 Membership of the KDL shall consist of 26 governmental units and the County of Kent as enumerated in Exhibit A.
- 1.3 Fiscal year will correspond to the calendar year.

Article II - Organization of the Kent District Library

Pursuant to the laws of the State of Michigan (Public Act #24 of 1989), the Kent District Library Board shall be the governing body of the Kent District Library. Its duties shall include:

- 2.1 Establishing and maintaining a public library for the Kent District.
- 2.2 Establishing policies by which the District Library shall be administered.
- 2.3 Employing a Library Director who will be administratively responsible for executing the policies of the Library Board and for directing all phases of the operation of the District Library.
- 2.4 Receiving, investing, appropriating and approving the expenditures of all money that it shall be legally entitled to receive. Authorizing and accepting an annual audit conducted by a certified CPA.
- 2.5 Entering into contracts which affect the execution of the Library Board's responsibilities.
- 2.6 Purchasing, leasing and/or erecting buildings, quarters and sites for Administrative purposes only and to have control of all KDL property.
- 2.7 Adopting an annual budget for the operation and maintenance of the District Library.
- 2.8 Other Duties

To perform such other duties as prescribed by law or Public Act 24 of 1989, including the making of reasonable rules and regulations relative to anything necessary for the proper establishment, maintenance, management and governance of the Kent District Library.

Article III - Membership of the Kent District Library Board

The Kent District Library Board shall consist of eight members, all of whom shall be appointed by the Kent County Board of Commissioners, from recommendations from eight regions.

- 3.1 Terms of Members - For initial terms of appointment, see Exhibit A. Thereafter, all terms are four-year terms.
- 3.2 Library Board member shall continue to serve until they either are reappointed or until their replacements are appointed.
- 3.3 Library Board members shall attend all monthly and special Board meetings and/or notify the Director or Chairperson of their absence. In the event that a Board member has three consecutive absences from regular or special Board meetings, the Kent District Board may notify the Kent County Board of Commissioners and corresponding region of the Board member's violation of the Bylaws, and a request may be made to withdraw the appointment and appoint another individual.
- 3.4 District Library Board Compensation - The Board may reimburse a Board member for necessary expenses that the member incurs in the performance of official duties. The Board may compensate Board members for attending meetings of the Board and shall include the amount of compensation in the annual budget. Compensation shall not exceed \$30.00 per Board member per meeting.

Article IV - Officers of the Kent District Library Board

Officers of the Kent District Library Board shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer.

- 4.1 Duties
 - 4.11 The Chairperson shall preside at all meetings, appoint all committees, and generally perform the duties of a presiding officer. The Chairperson shall also represent the Library Board at all official functions necessitating a Library Board representative, unless this duty shall be otherwise delegated by the Chairperson. As a member of the board, the Chairperson is entitled to a vote on any question.
 - 4.12 The Vice-Chairperson shall chair Library Board meetings and perform the duties of the Chairperson in the absence of the Chairperson.

- 4.13 The Secretary shall assure the maintenance of a true and accurate record and account of all Library Board proceedings. The Secretary shall be responsible for notifying appointing bodies of any vacancies of the Library Board and shall transmit all official correspondence of the Library Board.
- 4.14 The Treasurer shall assure the receipt, investment, payment and audit of all funds -which the Library Board is legally entitled to receive and expend.
- 4.2 Term of Office
 - 4.21 Officers shall be elected for a one-year term annually at the last meeting of the Library Board in December.
 - 4.22 Upon the resignation of a Library Board Officer or inability to fulfill the duties of an officer, the Library Board shall elect an officer to fill the unexpired term of that Board Officer.

Article V - Ad Hoc Committees and Advisory Boards of the Kent District Library Board

- 5.1 The Library Board Chairperson may serve as ex-officio member of all Library Board committees. The Library Director shall serve as resource person to all Library Board Committees.
- 5.2 Ad Hoc Committees of the Kent District Library Board may be appointed by the Library Board Chairperson from time to time and shall exist until their specified purpose is completed.
 - 5.21 Ad Hoc Committees of the Board shall consist of no more than three Board members. Except as otherwise provided herein, an Ad Hoc Committee shall convene on the call of its Chairperson. A majority of the members of the Committee present shall constitute a quorum for transaction of business at any meeting of the Committee. The vote of a majority of the members of a Committee present at a meeting at which a quorum is present shall constitute the action of the Committee.
- 5.3 Advisory Boards may be established by the Library Board to provide guidance and support for specified purposes.
 - 5.31 An advisory board statement of purpose may be approved by the Library Board to govern, without limitation, advisory board membership, responsibilities, meetings and procedures.
 - 5.32 An advisory board may be comprised of Library Board members, KDL staff, and/or members of the public residing within the KDL district.
 - 5.33 Advisory boards may be standing or limited in duration as determined by the Library Board.

Article VI - Meetings of the Kent District Library Board

- 6.1 A regular meeting of the Library Board shall be held monthly. A regular committee of the whole meeting shall also be held as determined by the Library Board before the regular monthly meeting.
- 6.11 An agenda and accompanying information for meetings shall be established by the Library Board Chairperson and the Library Director and shall be mailed to all Board members at least five days before the committee of the whole meeting. Public notice of regular meetings and committee of the whole meetings shall be given as required by law.
- 6.12 Public comments will be limited to 3 minutes per person or group and 15 minutes per subject.
- 6.2 Special meetings of the Library Board, including work sessions of the Library Board, may be called by the Chairperson, or by two or more members. Public notice of special meetings of the Library Board shall be given as required by law.
- 6.3 Each Board member is responsible for notifying the Library Director of Chairperson if unable to attend the meeting.

Article VII - Quorum and Resolution Adoption of the Kent District Library Board.

- 7.1 A quorum for the transaction of Kent District Library Board business shall consist of five members of the Library Board.
- 7.2 Adoption of all resolutions and business shall require a simple majority vote of the members of the Library Board in attendance.

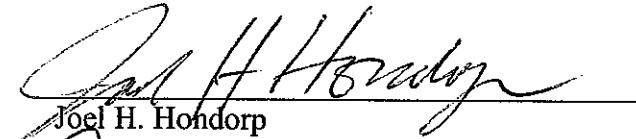
Article VIII - Parliamentary Authority of the Kent District Library Board

- 8.0 Rules contained in Robert's Rules of Order, latest edition, shall govern the proceedings of the Library Board in all cases not inconsistent with these Bylaws or Michigan State Statutes.

Article IX - Amendments of the Bylaws of the Kent District Library Board

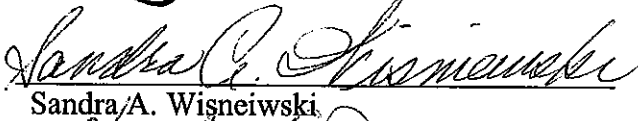
- 9.1 These Bylaws may be amended at any meeting of the Library Board provided the amendment was distributed at the preceding meeting, and that the amendment was stated in the posted agenda of the meeting at which the amendment is to be voted on.

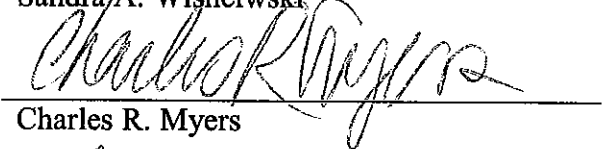
9.2 All amendments to these Bylaws must be approved by a quorum of the Library Board as set forth in these Bylaws.

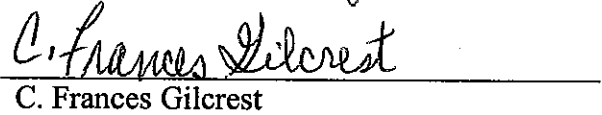

Joel H. Hondorp

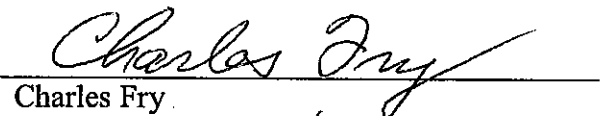

Shirley A. Bruursema


Carol Simpson


Sandra A. Wisniewski


Charles R. Myers


C. Frances Gilcrest


Charles Fry


Vickie Hoekstra

March 20, 2008

13043 (001) 393757.1

Exhibit A

Region 1	Trustee Initial Term Expires Dec. 31, 1994
-----------------	---

Nelson Township
Oakfield Township
Spencer Township
Tyrone Township

Region 2	Trustee Initial Term Expires Dec. 31, 1995
-----------------	---

Algoma Township
Cannon Township
Courtland Township
Grattan Township
City of Rockford

Region 3	Trustee Initial Term Expires Dec. 31, 1996
-----------------	---

Alpine Township
Plainfield Township
City of Walker

Region 4	Trustee Initial Term Expires Dec. 31, 1997
-----------------	---

Bowne Township (except for Thornapple-Kellogg School District)
Lowell Township
City of Lowell
Vergennes Township

Region 5	Trustee Initial Term Expires Dec. 31, 1994
-----------------	---

Ada Township
Cascade Township
City of East Grand Rapids
Grand Rapids Township

Region 6	Trustee Initial Term Expires Dec. 31, 1995
-----------------	---

Caledonia Township (except for Thornapple-Kellogg School District)
Gaines Township
City of Kentwood

Region 7	Trustee Initial Term Expires Dec. 31, 1996
-----------------	---

Byron Township
City of Grandville

Region 8	Trustee Initial Term Expires Dec. 31, 1997
-----------------	---

City of Wyoming

KDL

Kent District Library
www.kdl.org

MEMORANDUM

TO: Board of Trustees

FROM: Brian L. Mortimore, HR Director

DATE: November 10, 2011

RE: The Publicly Funded Health Insurance Contribution Act

Effective January 1, 2012, Public Act 152 of 2011, the *Publicly Funded Health Insurance Contribution Act*, requires public employees to contribute a minimum of 20% to the monthly premiums of their employer-provided health insurance.

This act specifies that the employer is responsible for ensuring it does not exceed a maximum expenditure of 80% towards employee health insurance. This would be accomplished through use of a given formula each time the enrollment of the group changes. Given regular turnover, coupled with the unpredictable nature of an employee's election of coverage (i.e., single, double, or family), the data would need to be recalculated each time an employee drops or adds health insurance to ensure compliance with the Act. Further, employee contributions for the entire group might likewise be altered each time this happens to ensure contributions meet or exceed the 20% requirement. However, the Act provides an alternative approach called *The 80/20 Plan*.

The 80/20 Plan allows an employer's governing body, by majority vote, to establish compliance with the Act through use of a simplified formula whereby the employer elects to not pay more than 80% of the total annual cost of the medical benefit plans. This method provides a simple calculation that establishes an employee contribution rate for all levels of coverage at the beginning of the year without further changes until premiums adjust the following year. As such, and following legal counsel, it is my recommendation that the Board of Trustees adopt *The 80/20 Plan* per the attached resolution.

KDL

Kent District Library
www.kdl.org

RESOLUTION
KENT DISTRICT LIBRARY BOARD OF TRUSTEES

At a regular meeting of the District Library Board of Kent District Library (the "Library Board"), held on Thursday, December 15, 2011, at 4:30 p.m. at 814 West River Center Dr. NE, Comstock Park, Michigan.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Board member _____ and supported by Board member _____:

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 a total amount equal to \$5,500 times the number of employees with single person coverage, \$11,000 times the number of employees with individuals and spouse coverage, and \$15,000 times the number of employees with family coverage for a medical benefit plan coverage year beginning on or after January 1, 2012; and

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 Kent District Library Board wishes to elect to comply with Section 4 of PA 152.

NOW, THEREFORE, BE IT RESOLVED that the 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, 2012.

Adopted this 15th day of December, 2011.

YEAS: _____

NAYS: _____

The Resolution was thereupon declared adopted.

CERTIFICATION

I am the duly qualified and acting Secretary of the Kent District Library Board and I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Library Board of the Kent District Library, County of Kent, State of Michigan, at a regular meeting held on December 15, 2011, the original of which is on file at the Kent District Library Service Center and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: December 15, 2011

Carol J. Simpson, Secretary
Kent District Library Board of Trustees

KDL

Kent District Library
www.kdl.org

Information. Ideas. *Excitement!*

November 1, 2011

SERVICE CENTER

814 West River Center NE
Comstock Park, MI
49321-8955
phone 616-784-2007
fax 616-647-3828
www.kdl.org

KDL BRANCHES

Alpine Township
Alto
Byron Township
Caledonia Township
Cascade Township
Comstock Park
East Grand Rapids
Englehardt
Gaines Township
Grandville
Kentwood
Krause Memorial
Plainfield Township
Sand Lake/
Nelson Township
Spencer Township
Tyrone Township
Walker
Wyoming
Library for
the Blind and
Physically
Handicapped

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

Dear KDL Board of Trustees:

In December 2011, the Wyoming Branch will begin the final process of moving our non-fiction collection from a Dewey Decimal classification system to a BISAC system of classification (i.e., DeweyLess).


It is our ultimate goal to make it easier for patrons to locate non-fiction materials. The move does require staff to rearrange and move every book in our adult non-fiction area, which includes 13 large ranges of shelving. While we have already begun working on the non-fiction collections for children and teens, the moving of the adult collection is a major undertaking that will cause some disruption in service to patrons if we attempt to do it all during open hours.

Therefore, I am requesting permission to close the Wyoming Branch of the Kent District Library on Friday, December 16, 2011 for 3.5 hours from 9:30am – 1:00pm. This will allow us to utilize all branch staff to begin moving this large collection. We hope this will help minimize noise and allow us to keep the collection accessible to patrons during our open hours.

Opening at 1:00pm on December 16th is the best choice for us since we offer no programming that day. We have also found that Friday mornings are not as busy as afternoons at the branch. Additionally, we have selected December because it is generally a slower month for us. I have received permission for this closing from Curtis Holt, Wyoming City Manager.

Thank you for considering this request.

Sincerely,



Lori Holland
Wyoming Branch Manager