

Kent
District
Library



-04-

BOARD OF TRUSTEES
MEETING PACKET

APRIL 2020



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BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Held via remote connection per Governor Whitmer's Executive Order 2020-15.

DATE & TIME

Thursday, April 16, 2020 at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: February 20, 2020
- C. Request for Late Close – Grandville Branch to close at 9:00 PM (3 hours late) on April 24, 2020 in order to accommodate Grandville's Art & Chocolate Walk.
- D. Request for Early Open – Krause Memorial to open at 9:00 AM (half hour early) on June 6, 2020 to host opening ceremony for Reading Rocks in Rockford festival.
- E. Request for Late Open – Krause Memorial to open at 1:00 PM (3½ hours late) on June 13, 2020 to participate in Rockford's annual Start of Summer Parade.
- F. Request for Late Open – East Grand Rapids Branch to open at 11:00 AM (1½ hours late) on June 27, 2020 in order to accommodate Reed's Lake Run.
- G. Request for Early Close – Walker Branch to close at 2:00 PM (3 hours early) on August 28, 2020 for carpet cleaning service.

4. LIAISON REPRESENTATIVE COMMENTS

5. PUBLIC COMMENTS**

6. FINANCE REPORTS – February & March 2020*

7. LAKELAND LIBRARY COOPERATIVE REPORT

8. DIRECTOR'S REPORT – March 2020

9. NEW BUSINESS

- A. KDL Policy Manual – Section 1: Circulation—*Second Reading*
- B. Resolution: Billing Rate for Foster Swift Legal Services* *Roll Call Vote*

10. LIAISON REPRESENTATIVE COMMENTS

11. PUBLIC COMMENTS**

12. BOARD MEMBER COMMENTS

13. MEETING DATES

Next Regular Meeting: Thursday, May 21, 2020 – KDL Walker Branch, 4:30 PM.

14. ADJOURNMENT

* *Requires Action*

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

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BOARD OF TRUSTEES

Meeting Minutes

LOCATION

KDL Gaines Township Branch (421 68th St SE, Grand Rapids, MI 49548)

DATE + TIME

Thursday, February 20, 2020 at 4:30 PM

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

BOARD ABSENT: None.

STAFF PRESENT: Katie Blakeslee, Cheryl Cammenga, Jaci Cooper, Angela Culp, Lindsey Dorfman, Randy Goble, Morgan Hanks, Dawn Lewis, Brian Mortimore, Laura Powers, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: Bill Brinkman, Marge Lakatos

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:31 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: January 16, 2020

Motion: Mr. Noreen moved to approve the consent agenda as presented.

Support: Supported by Ms. Idema.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS** – None.

6. FINANCE REPORTS – January 2020*

- The Director of Finance gave a brief overview of the 2020 year-to-date financials.
- Cash appears to be up \$4.6M over the prior year, with January 2020 revenue about \$3M higher than January 2019. This is most likely due to the ice storms around this time last year, which required the library system to close for many days at a time. When compared to January 2018, cash flows appear to be normal.

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- KDL is 8.3% through the fiscal year, has received 42.5% of budgeted annual revenues and has spent 5.2% of budgeted expenditures.
- The largest check written for the month of January was to Bibliotheca for KDL's ebook content. The second largest was written to Newsbank in order to expand KDL's historical archives from 1923 to 1970. That's approximately fifty years of added material! Archives include resources such as The Grand Rapids Press, among others. The third largest check was written to TerHorst & Rinzema Construction Co. for the Bookmobile building addition.
- The voided check report included several checks this month. The listed payees reported that they did not receive checks in the mail, so these were voided and then reissued.

Motion: Mr. Erlewein moved to receive and file January 2020 finance reports as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

7. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema noted the following items from the February 13, 2020 meeting:

- At the meeting, the Auditors Report achieved the highest level possible for a library.
- The review of LLC Director Carol Dawes was completed and a stipend offered, which she refused. Dawes stated that a salary increase is unnecessary since she is committed.
- The skate rental program at Howard Library is going well.
- The curbside pickup initiative is also going well. LLC has even been contacted by a library in Indiana for more information on exactly how to do this.
- The cooperative is still looking into the pFas crisis and investigating some of the issues.
- Clarksville Area Library would like to become a member of the cooperative.
- The Hisperia Library director recently resigned and the search for a replacement is on.
- Kelly Richards announced that there are three additional Storyville locations now.
- LLC is currently in the midst of a library card project with about 3,100 new cards issued.

8. BRANCH MANAGER UPDATE – Dawn Lewis

- Ms. Lewis has been managing the Gaines Township Branch since August 2019 wherein she immediately implemented new processes and programming.
- Although the Gaines Branch was already running like a “well-oiled machine,” Ms. Lewis still found it necessary to make some processes more flexible. She applauds the Gaines Staff for how well they supported her changes and rose to the occasion.
- The addition of Youth Librarian Courtnei Moyses has also brought a lot of value to the team.
- Gaines Township is in a very unique position to serve the surrounding community. The branch has often partnered with the Kentwood Branch in order to increase their networking and outreach. Through this, Ms. Lewis was able to get to know the Friends of the Library well and adds that they are a “small but mighty” people.
- Ms. Lewis recognized that the KDL Staffing Model change has helped to unify the entire KDL team and helped them work together better.
- Cheryl Cammenga will be taking over management of the Gaines Township Branch on Monday, March 2, 2020. Both Ms. Cammenga and Ms. Lewis are excited for the transition up ahead. Cheryl Cammenga has been the manager at Kentwood for 36 years. It will be a difficult goodbye, but she is looking forward to a new challenge.

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9. DIRECTOR'S REPORT – January 2020

- Director Werner introduced Morgan Hanks as the new manager of the Comstock Park and Plainfield branches. She expressed her excitement for the role change up ahead.
- Director Werner shared that he is proud of the great start KDL has had to the year. There has been a lot of movement and change right off the bat.
- In particular, KDL's Leadership Team has done an excellent job of presenting the new staffing model and training new managers for the change in role and expectations.
- Much of this was accomplished through the Champions to Enterprise training with Shawn Merritt, which was required system-wide for all managers. Through this training, KDL's Management Team learned how to delegate work more effectively and lead their team.
- Director Werner called on Dawn Lewis to comment on the training. Ms. Lewis shared that the training taught her to think of herself not only as a librarian, but as a manager in order to ensure the whole system is running well.
- EDI Workgroup members have been selected. There are 15 members total, not including Director Werner and Darius Quinn. Due to popular interest, term lengths will be one year.
- KDL has been working with Emmett Business Improvement under the direction of Tim Emmett, a former CEO for Belwith products, in order to work on process improvement and KDL's Strategic Plan for 2021-2023. Mr. Emmett's valuable experience with process improvement has provided KDL with tools currently being incorporated on multiple levels across the library system.
- If things continue at the pace they are going, the first portion of the strategic plan should be done by June. Director Werner would be pleased to identify some measurable, attainable goals at that time in order to present to the board.

The Board asked questions of staff and staff responded.

10. NEW BUSINESS

A. Branch Staffing Model Pilot Report

Ms. Dorfman presented on the most recent branch staffing model pilot, highlighting ways the new structure will elevate customer service while allowing staff to work more efficiently.

- Many staff will now have the opportunity to make a career out of their time at KDL as employees will not be able to apply for full-time library positions with a Masters in Library Science after ten years of service with the organization.
- Will be working more efficiently and maximizing our impact on our community.
- Titles were also changed in response to staff feedback. "Branch Manager" is now "Regional Manager I" and "Assistant Branch Manager" is now "Regional Manager II."
- The Library recently changed how the MLS requirement operates within KDL's organizational structure. While most direct-to-hire librarian roles will still require the MLS degree, tenured employees who do not hold the degree will also have the option of applying for a librarian position after a period of at least ten years with the organization. KDL has deep respect for the knowledge and expertise of the MLS degree, but also feels that rewarding on-the-job experience will serve to retain employees and make the organization stronger in the long run.

The Board asked questions of Ms. Dorfman and Ms. Dorfman responded.

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B. Introduction: 2021-2023 Strategic Planning

Director Werner gave a brief overview of the strategic plan for 2021-2023, highlighting that it's important to KDL to have a year-to-year plan that is honest, makes meaningful goals, makes profound changes and will not be easy to achieve. A complete plan should be ready to present by the end of June 2020.

The Board asked questions of Director Werner and he responded.

C. KDL Policy Manual – Section 1: Collection and Reference—*First Reading*

Ms. Wilson proposed a few editorial changes be made to the KDL Policy Manual, but the Board required more context before the proposed changes could be approved. A second reading is requested at the March 19, 2020 Board of Trustees meeting.

D. Resolution: First 2020 Budget Amendment*

Roll Call Vote

Motion: Mr. Myers moved to approve the first 2020 budget amendment as presented.

Support: Supported by Ms. Oliver.

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

RESULT: Motion carried 8-0.

11. LIAISON REPRESENTATIVE COMMENTS – Bill Brinkman gave the following update on the Plainfield Township Alliance:

- Judge Neff of the Wolverine Worldwide Lawsuit officially signed off on the agreement. The township is getting \$69M in order to address the issue and make amends.
- The township is doing great and everyone is in great spirits.

12. PUBLIC COMMENTS** - Ms. Bruursema congratulated Brian Mortimore on his 50th birthday!

13. TENTATIVE UNION AGREEMENT

A. Closed Session*

Roll Call Vote

Motion: Ms. Oliver moved at 5:58 PM pursuant to section 8(a) of the Open Meetings Act for the purpose of discussing the tentative union agreement.

Support: Supported by Ms. Idema.

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

RESULT: Motion carried 8-0.

Motion: Ms. Idema to adjourn the closed session and resume the Regular Board Meeting at 6:43 PM.

Support: Supported by Ms. Weller.

B. Resolution: Tentative Union Agreement*

Roll Call Vote

Motion: Mr. Myers moved to approve the tentative union agreement.

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Support: Supported by Ms. Oliver.

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

RESULT: Motion carried 8-0.

14. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema mentioned that she enjoyed attending the Urban League’s breakfast on MLK Day and that she made a point to wear blue in solidarity.

Mr. Erlewein – Mr. Erlewein encouraged every board member to attend the “State of the County” address at the Kent County Administration Building on March 24.

Ms. Gilreath-Watts – Ms. Gilreath-Watts expressed appreciation that on MLK Day the KDL leadership Team wore blue to represent peace and solidarity.

Ms. Idema – Ms. Idema wished Brian Mortimore a happy birthday.

Mr. Myers – Mr. Myers did not have any comments to add.

Mr. Noreen – Mr. Noreen thanked Lindsey Dorfman for the time she took to explain the new staffing model. He believes this is a change that will bring about a lot of good for KDL.

Ms. Oliver – Ms. Oliver shared that she enjoyed her first alliance meeting with Ms. Weller and is excited to learn more through this role. She is now a new champion of the Alliance of Friends and is excited to see how they can be a force for good in the library world.

Ms. Weller – Ms. Weller wished Brian Mortimore a happy birthday.

15. MEETING DATES

Regular Meeting: Thursday, March 19, 2020 – KDL Service & Meeting Center, 4:30 PM

16. ADJOURNMENT

Motion: Ms. Idema for adjournment at 6:51 PM.

Support: Supported by Ms Oliver.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



21 February 2020

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

Dear Board of Trustees:

I am writing to request permission to open the Krause Memorial Branch at 9:00am on Saturday, June 6, 2020. This would be a half-hour earlier than our normal opening time.

Rockford's 12th annual community reading festival ("Reading Rocks in Rockford") is scheduled for June 6th. Kent District Library is sponsoring/chairing the event again this year. The opening ceremony for the festival takes place at the Krause Memorial Branch at 9:45am, and participants gather in the library in advance to prepare for this event.

The library's participation in the reading festival heightens the branch's visibility in our community. Opening the library at 9:00am would allow KDL to better serve festival participants on what promises to be a busy day.

This early opening was supported by the Krause Memorial Library Advisory Board at their January 27th meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer German".

Jennifer L. German
Krause Memorial Branch Manager

cc: Lance Werner, Executive Director



21 February 2020

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

Dear Board of Trustees:

I am writing to request permission to close the Krause Memorial Branch from 9:30am-1:00pm on Saturday, June 13, 2020 in order to participate in Rockford's annual Start of Summer Parade. The library will open at 1:00pm and maintain its normal Saturday hours thereafter.

We have been given permission to close for the parade for the past nineteen years and have received many positive comments from the public concerning our participation in the Start of Summer Parade. Participation in the Start of Summer Parade is a great means by which to heighten the branch's visibility in our community.

This late opening was supported by the Krause Memorial Library Advisory Board at their January 27th meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer German".

Jennifer L. German
Krause Memorial Branch Manager

cc: Lance Werner, Executive Director



9 March 2020

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

Dear Board of Trustees:

I am requesting a late opening of 11:00 am for the East Grand Rapids branch on Saturday, June 27, 2020 to accommodate the Reed's Lake Run.

The Reed's Lake Run draws many participants and spectators, and begins and ends nearly at the door of the library. The street in front of the library will be blocked off for the event. Given the inability of customers and staff to access the library during the event, I would like to open the library later than the normal 9:30am opening to provide the necessary time for the street to reopen.

Thank you for your consideration.

Sincerely,

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

Dawn Lewis
East Grand Rapids Branch Manager

cc: Lance Werner, Executive Director



21 February 2020

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

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Thank you for your consideration.

Sincerely,

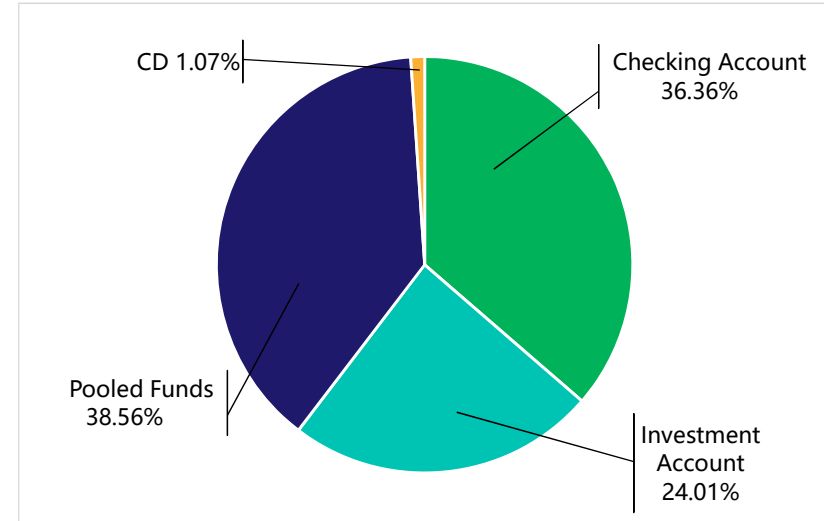
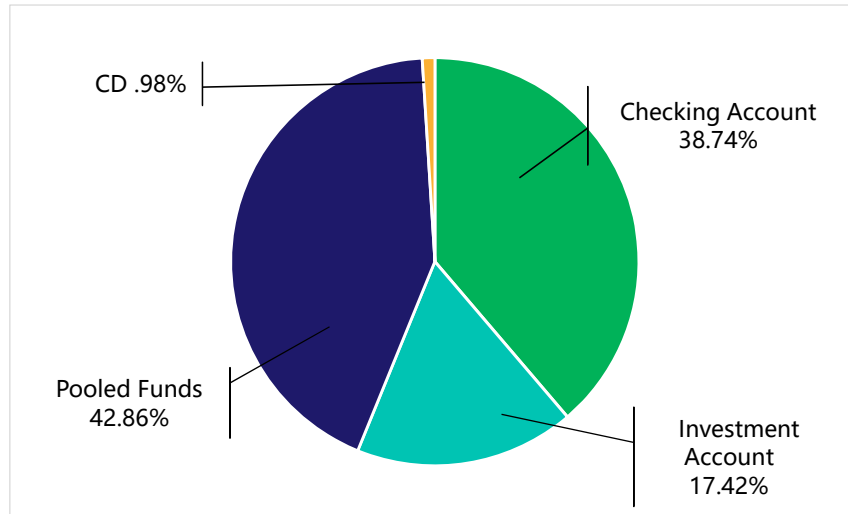
A handwritten signature in cursive script that reads "Jennifer German".

Jennifer L. German
Krause Memorial Branch Manager

cc: Lance Werner, Executive Director



Monthly Cash Position Per Bank Month ended February 29



2020		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$10,695,073.37
Huntington Investment Account	1.405%	\$4,808,532.88
*Kent County Pooled Funds	2.067%	\$11,831,655.76
First National Bank	2.580%	\$270,387.52
		<u>\$27,605,649.53</u>

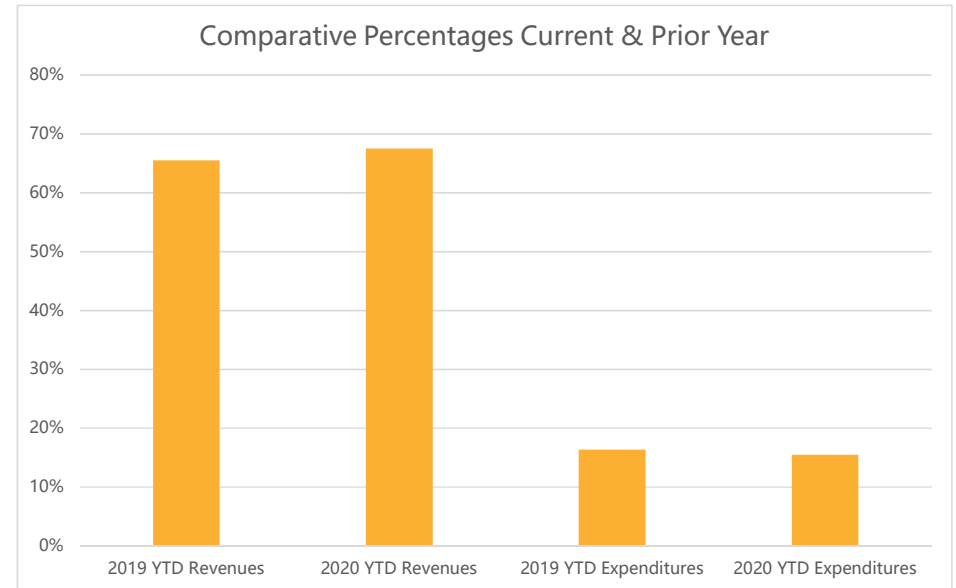
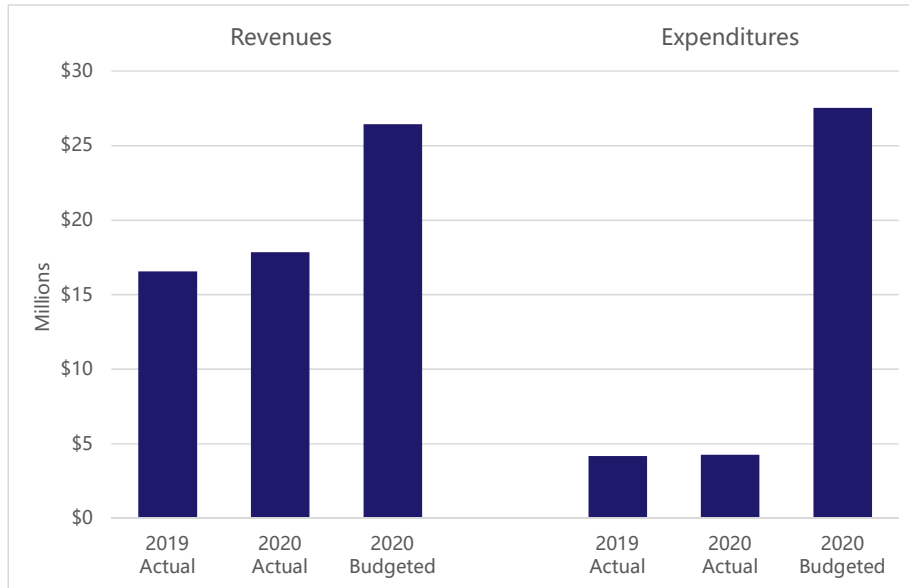
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$8,967,644.61
Huntington Investment Account	0.180%	\$5,921,463.26
*Kent County Pooled Funds	2.071%	\$9,509,901.71
First National Bank	2.030%	\$264,349.55
		<u>\$24,663,359.13</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended February 29



Budget to Actual with Prior Year Comparison

Revenues

2019 Actual	\$	16,567,434
2020 Actual	\$	17,863,259
2020 Budgeted	\$	26,447,698

Expenditures

2019 Actual	\$	4,181,151
2020 Actual	\$	4,268,698
2020 Budgeted	\$	27,548,552

Comparative Percentages Current & Prior Year

Account

Amount

2019 YTD Revenues	65.5%
2020 YTD Revenues	67.5%
2019 YTD Expenditures	16.4%
2020 YTD Expenditures	15.5%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2020 Through 2/29/2020
(In Whole Numbers)

	YTD Actual	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	17,727,274	23,331,338	(5,604,064)	(24)%
Penal Fines	0	795,000	(795,000)	(100)%
Charges for Services	21,667	138,000	(116,333)	(84)%
Interest Income	28,952	302,500	(273,548)	(90)%
Public Donations	58,936	437,020	(378,084)	(87)%
Other Revenue	26,429	549,700	(523,271)	(95)%
State Sources	0	894,140	(894,140)	(100)%
Total Revenues	17,863,259	26,447,698	(8,584,439)	(32)%
Expenditures				
Salaries and Wages	1,506,240	12,666,513	11,160,273	88 %
Employee Benefits	528,429	3,927,954	3,399,525	87 %
Collections - Digital	588,821	1,849,223	1,260,402	68 %
Collections - Physical	317,771	2,173,390	1,855,619	85 %
Supplies	56,457	970,578	914,121	94 %
Contractual and Professional Services	426,846	1,520,083	1,093,237	72 %
Programming and Outreach	33,769	327,453	293,684	90 %
Maintenance and Utilities	386,974	1,998,906	1,611,932	81 %
Staff Development	38,377	371,025	332,648	90 %
Board Development	125	25,280	25,155	100 %
Other Expenditures	219,360	963,296	743,936	77 %
Capital Outlay	165,529	754,852	589,323	78 %
Total Expenditures	4,268,698	27,548,552	23,279,854	85 %
Excess Revenue Over (Under) Expenditures	13,594,561	(1,100,854)	14,695,414	(1,335)%

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 2/1/2020 Through 2/29/2020
(In Whole Numbers)

YTD Actual

Expenditures	
Salaries and Wages	1,040
Employee Benefits	260
Maintenance and Utilities	200
Other Expenditures	1,876
Total Expenditures	<u>3,376</u>
Excess Revenue Over (Under)	(3,376)
Expenditures	<u></u>

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2020 Through 2/29/2020
(In Whole Numbers)

	YTD Ending February 28, 2019	YTD Ending February 29, 2020	Total Variance
Revenues			
Property Taxes	16,427,239	17,727,274	1,300,034
Charges for Services	41,226	21,667	(19,558)
Interest Income	18,216	28,952	10,736
Public Donations	40,739	58,936	18,198
Other Revenue	40,014	26,429	(13,585)
Total Revenues	16,567,434	17,863,259	1,295,825
Expenditures			
Salaries and Wages	1,524,902	1,506,240	(18,661)
Employee Benefits	782,324	528,429	(253,895)
Collections - Digital	550,996	588,821	37,825
Collections - Physical	351,185	317,771	(33,414)
Supplies	57,966	56,457	(1,509)
Contractual and Professional Services	414,904	426,846	11,942
Programming and Outreach	20,968	33,769	12,801
Maintenance and Utilities	387,642	386,974	(668)
Staff Development	11,590	38,377	26,787
Board Development	0	125	125
Other Expenditures	78,474	219,360	140,885
Capital Outlay	200	165,529	165,329
Total Expenditures	4,181,151	4,268,698	87,547
Excess Revenue Over (Under) Expenditures	12,386,283	13,594,561	1,208,278

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2020 Through 2/29/2020
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	6,491,538	17,680,015	23,128,111	(5,448,096)	(24)%
4412 Delinquent personal property taxes	185	3,075	25,000	(21,925)	(88)%
4432 DNR - PILT	0	0	14,000	(14,000)	(100)%
4437 Industrial facilities taxes	38,775	44,184	164,227	(120,043)	(73)%
Total Property Taxes	6,530,498	17,727,274	23,331,338	(5,604,064)	(24)%
Penal Fines					
4581 Penal fines	0	0	795,000	(795,000)	(100)%
Total Penal Fines	0	0	795,000	(795,000)	(100)%
Charges for Services					
4650 Printing/fax fees	8,018	13,349	100,000	(86,651)	(87)%
4660 Other Patron Fees	195	985	5,000	(4,015)	(80)%
4685 Materials replacement charges	3,179	7,334	33,000	(25,666)	(78)%
Total Charges for Services	11,393	21,667	138,000	(116,333)	(84)%
Interest Income					
4664 Interest Earned on Restricted Investments	98	98	0	98	0 %
4665 Interest earned on deposits and investments	25,111	28,245	300,000	(271,755)	(91)%
4666 Interest Earned - Property Taxes	526	609	2,500	(1,891)	(76)%
Total Interest Income	25,736	28,952	302,500	(273,548)	(90)%
Public Donations					
4673 Restricted donations	34,064	54,375	157,020	(102,645)	(65)%
4674 Unrestricted donations	436	4,562	280,000	(275,438)	(98)%
Total Public Donations	34,500	58,936	437,020	(378,084)	(87)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	515,200	(515,200)	(100)%
4583 Contributions from public schools	25,000	25,000	25,000	0	0 %
4667 Building rental	0	630	5,000	(4,370)	(87)%
4668 Royalties	0	387	4,500	(4,113)	(91)%
4686 Sale of Equipment	15	65	0	65	0 %
4688 Miscellaneous	217	347	0	347	0 %
Total Other Revenue	25,232	26,429	549,700	(523,271)	(95)%
State Sources					
4540 State Aid	0	0	314,067	(314,067)	(100)%
4541 State aid - LBPH	0	0	41,073	(41,073)	(100)%
4548 Renaissance Zone reimbursement	0	0	89,000	(89,000)	(100)%
4549 Personal Property tax reimbursement	0	0	450,000	(450,000)	(100)%
Total State Sources	0	0	894,140	(894,140)	(100)%
Total Revenues	6,627,359	17,863,259	26,447,698	(8,584,439)	(32)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	0	240	3,720	3,480	94 %
5706 Extra duty stipends	600	600	6,500	5,900	91 %
5710 Contra Salaries and Wages - Consulting Admin	(520)	(1,040)	0	1,040	0 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2020 Through 2/29/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5713	Salary & Wages	888,498	1,506,440	12,656,293	11,149,853	88 %
	Total Salaries and Wages	888,578	1,506,240	12,666,513	11,160,273	88 %
	Employee Benefits					
5709	FICA	65,735	111,677	963,936	852,258	88 %
5717	Defined Contribution Pension Plan Contributions	34,287	58,115	688,178	630,063	92 %
5718	Employee Health Benefits	5,070	(16,306)	1,640,731	1,657,037	101 %
5720	HSA/Flex	349,200	349,200	389,820	40,620	10 %
5723	Retiree Health Care OPEB	(414)	(828)	1,800	2,628	146 %
5724	Life Insurance	4,417	4,417	29,798	25,381	85 %
5725	Additional Life Insurance	4,198	4,198	25,934	21,736	84 %
5727	Gradifi Student Loan Assistance	5,458	10,917	148,283	137,366	93 %
5728	YMCA Membership Support	100	190	15,480	15,290	99 %
5730	Other Employee Benefits	777	7,109	13,994	6,885	49 %
5735	Contra Employee Benefits - Consulting Admin	(130)	(260)	0	260	0 %
5842	Unemployment Claims	0	0	10,000	10,000	100 %
	Total Employee Benefits	468,698	528,429	3,927,954	3,399,525	87 %
	Collections - Digital					
5785	Cloud Library	7,188	257,188	1,218,000	960,813	79 %
5786	Hoopla	0	80,000	252,000	172,000	68 %
5787	Digital Collection	18,000	107,650	118,635	10,985	9 %
5788	Miscellaneous Electronic Access	132,627	143,984	260,588	116,604	45 %
	Total Collections - Digital	157,815	588,821	1,849,223	1,260,402	68 %
	Collections - Physical					
5791	Subscriptions	67,931	67,931	74,460	6,529	9 %
5815	KDL Cruisers	0	0	29,000	29,000	100 %
5871	Branch Local Materials - Restricted Donation Expenditures	277	1,188	13,050	11,862	91 %
5982	Collection Materials - Depreciable	93,237	184,656	1,297,175	1,112,519	86 %
5983	CD/DVD Collection Materials - Non-Depreciable	34,206	55,360	603,000	547,640	91 %
5984	Beyond Books Collection - Non-Depreciable	7,200	8,636	156,705	148,069	94 %
	Total Collections - Physical	202,850	317,771	2,173,390	1,855,619	85 %
	Supplies					
5750	Processing Supplies	8,383	13,466	173,311	159,845	92 %
5751	Office Supplies	603	7,236	52,833	45,597	86 %
5752	Paper	1,909	2,162	27,122	24,961	92 %
5753	AV Supplies	1,010	1,010	17,025	16,015	94 %
5754	Disposable Technology <\$1000	4,840	5,565	351,684	346,119	98 %
5755	Maintenance Supplies - Custodial	473	799	11,841	11,042	93 %
5756	Water Cooler	287	287	7,450	7,163	96 %
5757	Meeting Center Supplies	163	274	4,000	3,726	93 %
5760	Technology Accessories	1,175	1,274	23,072	21,798	94 %
5764	All-staff Supplies	0	0	30,000	30,000	100 %
5765	Wellness Supplies	0	0	500	500	100 %
5766	Team KDL Supplies	1,582	1,582	1,500	(82)	(5)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2020 Through 2/29/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5767	New EE Shirts/Tote Bags	1,056	1,056	7,000	5,944	85 %
5768	Promotions Supplies	5,243	5,243	33,235	27,992	84 %
5769	Service Awards	0	0	700	700	100 %
5770	Other Awards/Prizes	12,631	12,631	130,335	117,704	90 %
5771	Non-Alcoholic Beverages	420	420	12,660	12,240	97 %
5790	Books (not for circulation)	0	0	9,920	9,920	100 %
5799	Miscellaneous Supplies	418	1,347	18,358	17,011	93 %
5851	Mail/Postage	297	619	9,291	8,671	93 %
5900	Copier/Printer Overage Charges	1,486	1,486	48,741	47,255	97 %
	Total Supplies	41,976	56,457	970,578	914,121	94 %
	Contractual and Professional Services					
5792	Software	238,383	245,771	457,109	211,338	46 %
5801	Professional Services	0	0	187,200	187,200	100 %
5803	IT Consultant - Consulting Svcs.	0	0	47,000	47,000	100 %
5804	Other Consultants	15,993	15,993	39,850	23,858	60 %
5805	Audit Services	0	0	27,100	27,100	100 %
5806	Legal Services	6,367	6,367	49,500	43,133	87 %
5809	Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811	IT Contracted Services	488	488	75,000	74,512	99 %
5812	HR Contracted Services	93	93	3,000	2,907	97 %
5813	Delivery Services	13,568	17,152	146,027	128,875	88 %
5814	Security Services	6,281	6,407	52,162	45,756	88 %
5817	Lakeland Library Co-op services	0	1,067	4,000	2,934	73 %
5818	Shredding services	0	0	575	575	100 %
5819	Drug Screenings/background checks	30	60	3,500	3,440	98 %
5823	Inspection Services	228	228	3,200	2,972	93 %
5825	Team KDL Services	0	0	12,500	12,500	100 %
5827	Catering	620	620	31,425	30,805	98 %
5829	Custodial/cleaning services	930	930	18,500	17,570	95 %
5830	Other Contracted Services	8,332	8,832	67,893	59,061	87 %
5833	All-staff Services	1,113	1,113	0	(1,113)	0 %
5834	Wellness Services	0	0	7,425	7,425	100 %
5836	Employee & Partner Care (Flowers, Etc)	82	82	6,630	6,548	99 %
5890	ILS Fees	99,242	99,242	167,773	68,531	41 %
5891	Licenses and Fees	3,568	4,238	4,400	162	4 %
5893	Marc Records License	348	601	7,500	6,899	92 %
5956	Other Benefits Administration Fees	6,208	6,496	15,030	8,534	57 %
5957	Pension Administration Fees	0	0	6,600	6,600	100 %
5958	Payroll processing fees	5,175	9,341	37,000	27,659	75 %
5960	Banking Fees	0	452	4,150	3,698	89 %
5961	TSYS/Credit Card Fees	659	1,276	23,033	21,757	94 %
	Total Contractual and Professional Services	407,707	426,846	1,520,083	1,093,237	72 %
	Programming and Outreach					
5794	Outreach Supplies	891	891	29,782	28,891	97 %
5795	Programming Supplies	6,111	6,518	105,150	98,632	94 %
5865	Programming Services	6,765	6,765	44,206	37,441	85 %
5885	Speakers/Performers	12,807	19,107	146,955	127,848	88 %
5950	Airport Free Library	488	488	1,360	872	64 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2020 Through 2/29/2020
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Total Programming and Outreach	27,062	33,769	327,453	293,684	90 %
Maintenance and Utilities					
5822 Maintenance Contracts	660	660	6,600	5,940	90 %
5848 Mobile Hotspots	1,488	1,613	14,040	12,427	89 %
5849 Cell Phones/ Stipends	2,271	3,271	34,161	30,890	90 %
5850 Telephones	3,312	5,209	50,953	45,743	90 %
5852 Internet/Telecomm Services	52,186	103,914	649,122	545,208	84 %
5918 Water/Sewer	463	463	3,800	3,337	88 %
5919 Waste Disposal	382	765	5,500	4,735	86 %
5920 Electric	1,540	1,540	78,000	76,460	98 %
5921 Natural Gas	0	0	17,000	17,000	100 %
5925 Snowplowing	3,392	3,392	20,000	16,608	83 %
5926 Lawn/Landscaping	0	0	4,200	4,200	100 %
5928 Branch Maintenance Fees	96,189	96,189	405,282	309,093	76 %
5929 Land Repair and Maintenance	0	0	4,200	4,200	100 %
5930 Building Repair and Maintenance	1,093	1,093	31,600	30,507	97 %
5931 Equipment Repair and Maintenance	2,191	2,191	33,777	31,586	94 %
5932 Vehicle Repairs and Maintenance	232	232	17,040	16,808	99 %
5933 Software & IT Hardware Maintenance Agreements	113,388	113,388	391,820	278,432	71 %
5934 Other Repair and Maintenance	0	0	2,250	2,250	100 %
5940 Rentals	52,236	52,236	161,775	109,539	68 %
5941 Printer/Copier Leases	1,018	1,018	67,787	66,769	98 %
5943 Contra Maintenance & Utilities - Consulting Admin	(100)	(200)	0	200	0 %
Total Maintenance and Utilities	331,942	386,974	1,998,906	1,611,932	81 %
Staff Development					
5910 Professional Development	4,512	6,972	107,769	100,797	94 %
5911 Conferences	16,603	16,603	60,060	43,457	72 %
5913 Travel/Lodging	14,556	14,802	203,196	188,393	93 %
Total Staff Development	35,670	38,377	371,025	332,648	90 %
Board Development					
5908 Board Development	125	125	4,700	4,575	97 %
5909 Board Travel/Lodging	0	0	20,580	20,580	100 %
Total Board Development	125	125	25,280	25,155	100 %
Other Expenditures					
5759 Gas, Oil, Grease	337	337	15,500	15,163	98 %
5860 Parking	26	63	7,710	7,647	99 %
5861 Mileage Reimbursement	2,139	2,692	71,122	68,430	96 %
5870 Branch Local Misc - Restricted Donation Expenditures	9,582	14,076	143,970	129,894	90 %
5873 Website	23,818	23,818	203,685	179,867	88 %
5874 Employment Advertising	0	0	1,000	1,000	100 %
5875 System Advertising	11,243	11,243	135,820	124,577	92 %
5879 Branch Advertising	0	0	4,040	4,040	100 %
5884 Royalty Free Creative(Photography, Video, etc)	725	725	11,500	10,776	94 %
5901 Outsourced Printing & Publishing	300	300	53,500	53,200	99 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 2/1/2020 Through 2/29/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5906	Promotions/Marketing	165	165	9,145	8,980	98 %
5912	Meetings	1,042	1,042	24,875	23,833	96 %
5915	Memberships	39,451	39,451	61,237	21,786	36 %
5916	Dues and Fees	1,878	2,128	6,727	4,599	68 %
5935	Property Liability Insurance	704	57,607	62,920	5,313	8 %
5936	Vehicle Liability Insurance	4,292	9,152	15,500	6,349	41 %
5937	Flood Insurance	0	0	6,520	6,520	100 %
5938	Bond Insurance	0	8,954	11,610	2,656	23 %
5939	Workers Compensation Insurance	35,912	35,912	48,000	12,088	25 %
5955	Miscellaneous	0	0	16,415	16,415	100 %
5959	Sales Taxes	1	1	500	499	100 %
5964	Property Tax Reimbursement	10,750	11,417	49,000	37,583	77 %
5965	MEL Return Items	277	277	3,000	2,723	91 %
	Total Other Expenditures	142,641	219,360	963,296	743,936	77 %
	Capital Outlay					
5976	Building Improvements - Depreciable	117,630	151,630	30,000	(121,630)	(405)%
5977	Technology - Non-Depreciable (\$1000-4999)	13,049	13,049	65,037	51,989	80 %
5978	Technology - Depreciable (5,000+)	0	0	624,070	624,070	100 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	535	851	30,645	29,794	97 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	5,100	5,100	100 %
	Total Capital Outlay	131,214	165,529	754,852	589,323	78 %
	Total Expenditures	2,836,278	4,268,698	27,548,552	23,279,854	85 %
	Excess Revenue Over (Under) Expenditures	3,791,081	13,594,561	(1,100,854)	14,695,414	(1,335)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2020 Through 2/29/2020

Check Number	Vendor Name	Check Amount	Check Date
78830	Everstream Holding LLC- Michigan	99,570.72	2/13/2020
78812	Citizens Insurance Company	61,763.00	2/13/2020
02192020	The Huntington Bank - Michigan	52,037.48	2/19/2020
78892	Troost Service Company	34,000.00	2/13/2020
78802	Baker & Taylor	28,112.17	2/13/2020
78850	Ingram Library Services Llc	20,396.94	2/13/2020
M0136542023	American Heritage Life Insurance Company / Allstate Benefits	17,117.40	2/5/2020
M0136542055	American Heritage Life Insurance Company / Allstate Benefits	17,114.79	2/27/2020
78815	City Of Kentwood Treasurer	15,541.41	2/13/2020
78818	City Of Wyoming - Treasurer's Office	15,437.84	2/13/2020
78868	Midwest Tape	11,135.48	2/13/2020
78833	Cengage Learning	10,729.44	2/13/2020
78813	City Of East Grand Rapids	10,106.25	2/13/2020
78874	Plainfield Charter Township	9,424.13	2/13/2020
78809	Cascade Charter Township	8,217.38	2/13/2020
9845380457-1	Verizon Wireless - MiFy Routers & Cell phones	6,775.53	2/5/2020
78814	City Of Grandville	6,750.00	2/13/2020
78822	Comerica Bank	6,082.70	2/13/2020
78875	PLIC - SBD Grand Island	5,867.16	2/13/2020
78808	Caledonia Township	5,799.00	2/13/2020
78889	Team One Repair, Inc.	5,785.00	2/13/2020
78806	Byron Township	4,728.75	2/13/2020
78826	DK Security	4,162.38	2/13/2020
78825	Demco, Inc	3,553.40	2/13/2020
78824	Custer Outlet	3,500.00	2/13/2020
78832	Gaines Charter Township	3,472.50	2/13/2020
207057029902	Consumers Energy	3,293.40	2/4/2020
78817	City Of Rockford	3,208.13	2/13/2020
78886	Staples Business Advantage	3,138.97	2/13/2020
78896	Via Design	3,135.00	2/13/2020
78816	City Of Lowell	2,902.88	2/13/2020
78899	Walker City Treasurer	2,850.00	2/13/2020
9845380456	Verizon Wireless - MiFy Routers & Cell phones	2,537.92	2/5/2020
78877	RNL Graphics Solutions, LLC	2,410.00	2/13/2020
78894	UAW Local 2600	2,331.84	2/13/2020
78791	All Season Lawn Care	2,249.08	2/13/2020
78862	Michigan Office Solutions (MOS)	2,123.25	2/13/2020
78805	Bowne Township	2,052.00	2/13/2020
456760	123.Net, Inc	1,724.00	2/7/2020
78871	Neopost Usa Inc.	1,638.08	2/13/2020
78879	Same Day Delivery, Inc	1,536.00	2/13/2020
INV00550330	Paycor, Inc.	1,384.48	2/7/2020
78804	Blackstone Audio Inc	1,330.84	2/13/2020
78891	Thomas Klise/Crimson Multimedia	1,280.00	2/13/2020
0020326757-1219	Dte Energy	1,145.41	2/3/2020
78792	Alpine Township	1,127.63	2/13/2020
78893	Tyrone Township	1,096.13	2/13/2020
78835	GR Bikes, LLC	1,000.00	2/13/2020
204476777093	Consumers Energy	980.15	2/7/2020
78831	Findaway World, Llc	966.73	2/13/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2020 Through 2/29/2020

Check Number	Vendor Name	Check Amount	Check Date
78861	Magnusmode Ltd	796.25	2/13/2020
78882	Spencer Township	750.00	2/13/2020
78810	CDW Government, Inc.	725.34	2/13/2020
78887	State Of Michigan	670.00	2/13/2020
78829	Engineered Protection Systems Inc	586.75	2/13/2020
78856	Lasers Resource	510.51	2/13/2020
RIS0002611947	Delta Dental Of Michigan	483.68	2/10/2020
78838	Grand Rapids Building Services	430.00	2/13/2020
78837	Grand Rapids Business Services	430.00	2/13/2020
78876	Recorded Books, Inc.	391.04	2/13/2020
1935486	Arrowaste	382.26	2/11/2020
78872	Pam Spring Advertising, Llc	380.00	2/13/2020
78840	Home Repair Services of Kent County, Inc.	375.00	2/13/2020
78880	Sarah Ryder / The Hammock LLC	360.00	2/13/2020
78858	Lewis Paper	317.95	2/13/2020
78857	Legal Shield	291.05	2/13/2020
78790	Absopure Water Company	267.70	2/13/2020
78834	Gordon Water Systems	264.00	2/13/2020
78794	Angela Culp	244.40	2/13/2020
78820	Comcast Cable	218.40	2/13/2020
78859	Lilys Frog Pad, Inc / Howard Christensen Nature Center	200.00	2/13/2020
78898	Walker Chamber Of Commerce	175.00	2/13/2020
78811	Center Point Publishing	158.79	2/13/2020
78897	Walgreen Co	150.00	2/13/2020
78795	Anjie Gleisner	148.92	2/13/2020
78836	Grainger	138.15	2/13/2020
78821	Comcast Cable	124.90	2/13/2020
78870	Motion Picture Licensing Corporation	119.11	2/13/2020
526815	Paychex	112.50	2/19/2020
78828	Elizabeth Hamm	110.00	2/13/2020
78869	MLA- Michigan Library Association	95.00	2/13/2020
78888	TASC	94.02	2/13/2020
78819	Central Michigan University	91.77	2/13/2020
9845419305	Verizon Wireless - MiFy Routers & Cell phones	83.08	2/5/2020
78839	Heart Of West Michigan United Way	80.00	2/13/2020
78881	Siena Heights University	73.50	2/13/2020
78895	Vanessa Walstra	62.94	2/13/2020
78854	Kalamazoo College	60.00	2/13/2020
78855	Kelsey Schrock	56.99	2/13/2020
02-21-20Priorit	Priority Health	51.31	2/25/2020
78803	Bay County Library System	49.98	2/13/2020
78853	Joshua Bernstein	48.74	2/13/2020
78900	Zurina Ariffin	47.90	2/13/2020
78890	Thomas Johnston	45.36	2/13/2020
78851	Jennifer Byrne	45.00	2/13/2020
78793	Alyssa Veneklase / AV Doula LLC	45.00	2/13/2020
78827	Elizabeth Guarino-Kozlowicz	31.06	2/13/2020
78860	Lynne Pfund	25.94	2/13/2020
78841	Hunter Walton	21.99	2/13/2020
78873	Petoskey District Library	19.99	2/13/2020
78878	Rochester Hills Public Library	19.00	2/13/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 2/1/2020 Through 2/29/2020

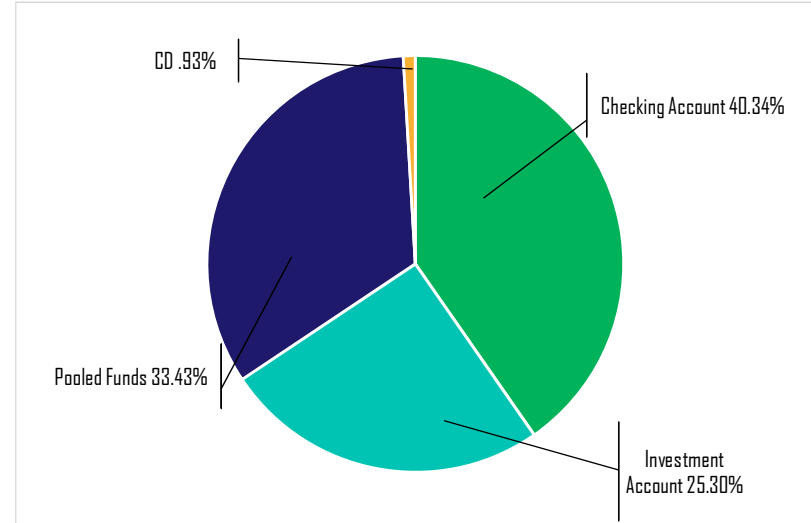
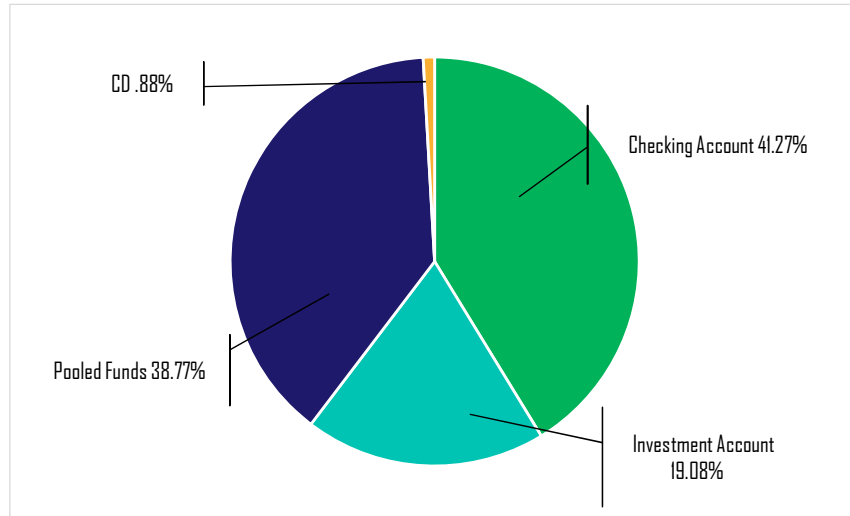
<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
78823	Connie Visser	15.95	2/13/2020
78852	Jewel Gruchow	13.99	2/13/2020
78807	Cadillac-Wexford County Public Library	<u>7.99</u>	2/13/2020
Report Total		<u><u>526,120.97</u></u>	

Kent District Library
Check/Voucher Register - Voided Checks
From 2/1/2020 Through 2/29/2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
73970	Gary Nelson	(34.99)	2/25/2020
77176	Crystal Logan-Syrewicze	(8.75)	2/25/2020
77709	Crystal Logan-Syrewicze	(6.20)	2/25/2020
77788	D.K. Agencies (P) LTD.	(336.50)	2/25/2020
78620	Ebsco Information Services	<u>(23,174.00)</u>	2/25/2020
Report Total		<u><u>(23,560.44)</u></u>	



Monthly Cash Position Per Bank Month ended March 31



2020		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$12,614,567.80
Huntington Investment Account	0.657%	\$5,833,092.08
*Kent County Pooled Funds	1.962%	\$11,850,100.66
First National Bank	2.580%	\$272,130.47
		<u>\$30,569,891.01</u>

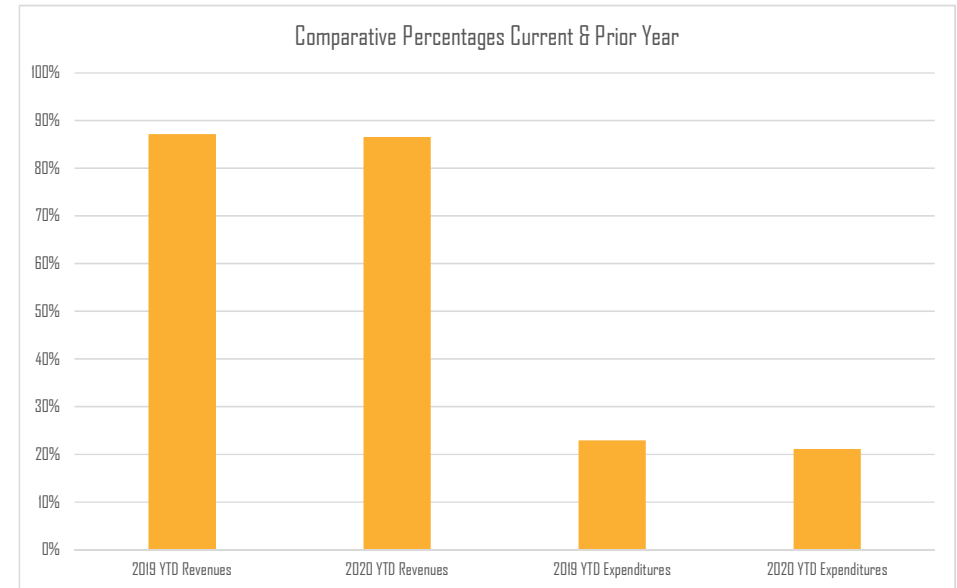
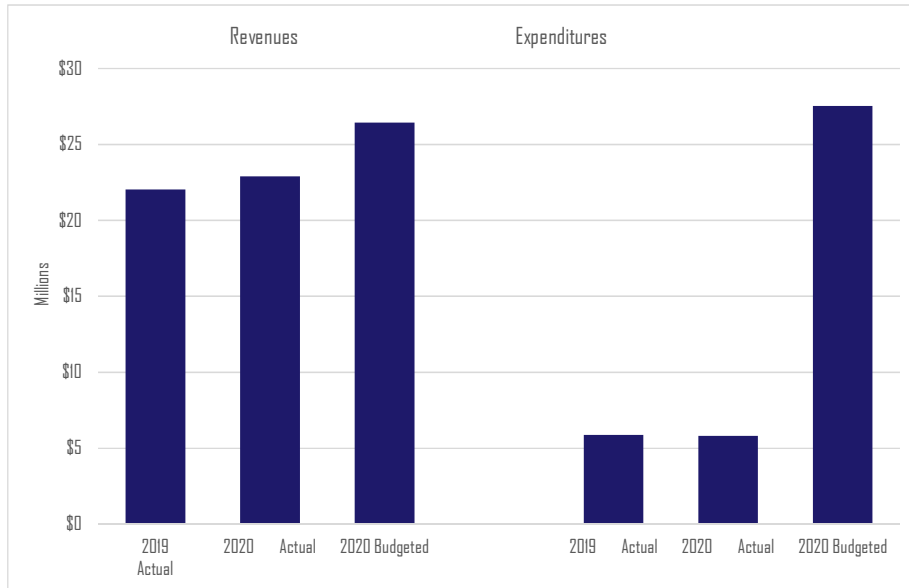
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$11,494,544.44
Huntington Investment Account	0.180%	\$7,210,698.39
*Kent County Pooled Funds	2.179%	\$9,525,945.54
First National Bank	2.030%	\$265,674.95
		<u>\$28,496,863.32</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended March 31



Budget to Actual with Prior Year Comparison

Revenues

2019 Actual	\$	22,043,094
2020 Actual	\$	22,909,764
2020 Budgeted	\$	26,447,698

Expenditures

2019 Actual	\$	5,876,251
2020 Actual	\$	5,830,062
2020 Budgeted	\$	27,548,552

Comparative Percentages Current & Prior Year

Account

Account	Amount
2019 YTD Revenues	87.2%
2020 YTD Revenues	86.6%
2019 YTD Expenditures	23.0%
2020 YTD Expenditures	21.2%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 3/1/2020 Through 3/31/2020
(In Whole Numbers)

	YTD Actual	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	22,580,012	23,331,338	(751,327)	(3)%
Penal Fines	0	795,000	(795,000)	(100)%
Charges for Services	31,082	138,000	(106,918)	(77)%
Interest Income	53,020	302,500	(249,480)	(82)%
Public Donations	78,831	437,020	(358,189)	(82)%
Other Revenue	146,284	549,700	(403,416)	(73)%
State Sources	20,536	894,140	(873,604)	(98)%
Total Revenues	22,909,764	26,447,698	(3,537,935)	(13)%
Expenditures				
Salaries and Wages	2,413,941	12,666,513	10,252,572	81 %
Employee Benefits	610,618	3,927,954	3,317,336	84 %
Collections - Digital	606,254	1,849,223	1,242,969	67 %
Collections - Physical	414,903	2,173,390	1,758,487	81 %
Supplies	251,881	970,578	718,697	74 %
Contractual and Professional Services	476,903	1,520,083	1,043,180	69 %
Programming and Outreach	52,733	327,453	274,720	84 %
Maintenance and Utilities	457,604	1,998,906	1,541,302	77 %
Staff Development	58,497	371,025	312,528	84 %
Board Development	125	25,280	25,155	100 %
Other Expenditures	256,537	963,296	706,759	73 %
Capital Outlay	230,066	754,852	524,785	70 %
Total Expenditures	5,830,062	27,548,552	21,718,490	79 %
Excess Revenue Over (Under) Expenditures	17,079,702	(1,100,854)	18,180,556	(1,651)%

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 3/1/2020 Through 3/31/2020
(In Whole Numbers)

YTD Actual

Expenditures	
Salaries and Wages	1,560
Employee Benefits	390
Maintenance and Utilities	300
Other Expenditures	1,876
Total Expenditures	4,126
Excess Revenue Over (Under) Expenditures	(4,126)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2020 Through 3/31/2020
(In Whole Numbers)

	YTD Ending March 31, 2019	YTD Ending March 31, 2020	Total Variance
Revenues			
Property Taxes	21,573,082	22,580,012	1,006,929
Charges for Services	67,449	31,082	(36,367)
Interest Income	37,351	53,020	15,668
Public Donations	70,569	78,831	8,262
Other Revenue	274,106	146,284	(127,823)
State Sources	20,536	20,536	0
Total Revenues	22,043,094	22,909,764	866,669
Expenditures			
Salaries and Wages	2,416,424	2,413,941	(2,483)
Employee Benefits	1,008,577	610,618	(397,959)
Collections - Digital	596,470	606,254	9,784
Collections - Physical	541,229	414,903	(126,326)
Supplies	91,827	251,881	160,054
Contractual and Professional Services	476,251	476,903	651
Programming and Outreach	40,451	52,733	12,282
Maintenance and Utilities	469,736	457,604	(12,132)
Staff Development	27,839	58,497	30,658
Board Development	0	125	125
Other Expenditures	205,159	256,537	51,379
Capital Outlay	2,290	230,066	227,777
Total Expenditures	5,876,251	5,830,062	(46,189)
Excess Revenue Over (Under) Expenditures	16,166,843	17,079,702	912,859

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 3/1/2020 Through 3/31/2020
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	4,772,205	22,452,220	23,128,111	(675,891)	(3)%
4412 Delinquent personal property taxes	130	3,205	25,000	(21,795)	(87)%
4432 DNR - PILT	14,788	14,788	14,000	788	6 %
4437 Industrial facilities taxes	65,615	109,799	164,227	(54,429)	(33)%
Total Property Taxes	4,852,738	22,580,012	23,331,338	(751,327)	(3)%
Penal Fines					
4581 Penal fines	0	0	795,000	(795,000)	(100)%
Total Penal Fines	0	0	795,000	(795,000)	(100)%
Charges for Services					
4650 Printing/fax fees	6,470	19,819	100,000	(80,181)	(80)%
4660 Other Patron Fees	307	1,292	5,000	(3,708)	(74)%
4685 Materials replacement charges	2,638	9,971	33,000	(23,029)	(70)%
Total Charges for Services	9,415	31,082	138,000	(106,918)	(77)%
Interest Income					
4664 Interest Earned on Restricted Investments	87	185	0	185	0 %
4665 Interest earned on deposits and investments	23,291	51,535	300,000	(248,465)	(83)%
4666 Interest Earned - Property Taxes	690	1,299	2,500	(1,201)	(48)%
Total Interest Income	24,068	53,020	302,500	(249,480)	(82)%
Public Donations					
4673 Restricted donations	19,460	73,835	157,020	(83,185)	(53)%
4674 Unrestricted donations	434	4,996	280,000	(275,004)	(98)%
Total Public Donations	19,894	78,831	437,020	(358,189)	(82)%
Other Revenue					
4502 Universal Service Fund - eRate	119,485	119,485	515,200	(395,715)	(77)%
4583 Contributions from public schools	0	25,000	25,000	0	0 %
4667 Building rental	0	630	5,000	(4,370)	(87)%
4668 Royalties	72	459	4,500	(4,041)	(90)%
4676 Reimbursement of expenditures	1	1	0	1	0 %
4686 Sale of Equipment	30	95	0	95	0 %
4688 Miscellaneous	266	613	0	613	0 %
Total Other Revenue	119,854	146,284	549,700	(403,416)	(73)%
State Sources					
4540 State Aid	0	0	314,067	(314,067)	(100)%
4541 State aid - LBPH/TBBC	20,536	20,536	41,073	(20,537)	(50)%
4548 Renaissance Zone reimbursement	0	0	89,000	(89,000)	(100)%
4549 Personal Property tax reimbursement	0	0	450,000	(450,000)	(100)%
Total State Sources	20,536	20,536	894,140	(873,604)	(98)%
Total Revenues	5,046,505	22,909,764	26,447,698	(3,537,935)	(13)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	270	510	3,720	3,210	86 %
5706 Extra duty stipends	550	1,150	6,500	5,350	82 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 3/1/2020 Through 3/31/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5710	Contra Salaries and Wages - Consulting Admin	(520)	(1,560)	0	1,560	0 %
5713	Salary & Wages	907,401	2,413,841	12,656,293	10,242,452	81 %
	Total Salaries and Wages	907,701	2,413,941	12,666,513	10,252,572	81 %
	Employee Benefits					
5709	FICA	67,299	178,976	963,936	784,960	81 %
5717	Defined Contribution Pension Plan Contributions	34,850	92,965	688,178	595,213	86 %
5718	Employee Health Benefits	(29,637)	(45,943)	1,640,731	1,686,675	103 %
5720	HSA/Flex	0	349,200	389,820	40,620	10 %
5723	Retiree Health Care OPEB	(414)	(1,242)	1,800	3,042	169 %
5724	Life Insurance	2,222	6,639	29,798	23,160	78 %
5725	Additional Life Insurance	2,288	6,486	25,934	19,448	75 %
5727	Gradifi Student Loan Assistance	5,358	16,275	148,283	132,008	89 %
5728	YMCA Membership Support	110	300	15,480	15,180	98 %
5730	Other Employee Benefits	245	7,354	13,994	6,640	47 %
5735	Contra Employee Benefits - Consulting Admin	(130)	(390)	0	390	0 %
5842	Unemployment Claims	0	0	10,000	10,000	100 %
	Total Employee Benefits	82,189	610,618	3,927,954	3,317,336	84 %
	Collections - Digital					
5785	Cloud Library	0	257,188	1,218,000	960,813	79 %
5786	Hoopla	0	80,000	252,000	172,000	68 %
5787	Digital Collection	0	107,650	118,635	10,985	9 %
5788	Miscellaneous Electronic Access	17,432	161,416	260,588	99,172	38 %
	Total Collections - Digital	17,432	606,254	1,849,223	1,242,969	67 %
	Collections - Physical					
5791	Subscriptions	814	68,745	74,460	5,715	8 %
5815	KDL Cruisers	0	0	29,000	29,000	100 %
5871	Branch Local Materials - Restricted Donation Expenditures	204	1,392	13,050	11,658	89 %
5982	Collection Materials - Depreciable	60,255	244,911	1,297,175	1,052,264	81 %
5983	CD/DVD Collection Materials - Non-Depreciable	25,632	80,992	603,000	522,008	87 %
5984	Beyond Books Collection - Non-Depreciable	10,226	18,863	156,705	137,842	88 %
	Total Collections - Physical	97,132	414,903	2,173,390	1,758,487	81 %
	Supplies					
5750	Processing Supplies	5,418	18,884	173,311	154,427	89 %
5751	Office Supplies	2,101	9,337	52,833	43,496	82 %
5752	Paper	1,146	3,307	27,122	23,815	88 %
5753	AV Supplies	693	1,703	17,025	15,322	91 %
5754	Disposable Technology <\$1000	176,986	182,551	351,684	169,133	48 %
5755	Maintenance Supplies - Custodial	708	1,507	11,841	10,334	87 %
5756	Water Cooler	268	556	7,450	6,894	93 %
5757	Meeting Center Supplies	264	538	4,000	3,462	87 %
5760	Technology Accessories	635	1,909	23,072	21,163	92 %
5764	All-staff Supplies	0	0	30,000	30,000	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 3/1/2020 Through 3/31/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5765	Wellness Supplies	0	0	500	500	100 %
5766	Team KDL Supplies	282	1,865	1,500	(365)	(24)%
5767	New EE Shirts/Tote Bags	0	1,056	7,000	5,944	85 %
5768	Promotions Supplies	237	5,480	33,235	27,755	84 %
5769	Service Awards	0	0	700	700	100 %
5770	Other Awards/Prizes	2,566	15,197	130,335	115,138	88 %
5771	Non-Alcoholic Beverages	283	702	12,660	11,958	94 %
5790	Books (not for circulation)	0	0	9,920	9,920	100 %
5799	Miscellaneous Supplies	864	2,210	18,358	16,147	88 %
5851	Mail/Postage	861	1,480	9,291	7,811	84 %
5900	Copier/Printer Overage Charges	2,112	3,598	48,741	45,143	93 %
	Total Supplies	195,424	251,881	970,578	718,697	74 %
	Contractual and Professional Services					
5792	Software	4,175	249,946	457,109	207,164	45 %
5801	Professional Services	8,513	8,513	187,200	178,688	95 %
5803	IT Consultant - Consulting Svcs.	3,148	3,148	47,000	43,853	93 %
5804	Other Consultants	7,900	23,893	39,850	15,958	40 %
5805	Audit Services	0	0	27,100	27,100	100 %
5806	Legal Services	2,449	8,816	49,500	40,684	82 %
5809	Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811	IT Contracted Services	(511)	(23)	75,000	75,023	100 %
5812	HR Contracted Services	0	93	3,000	2,907	97 %
5813	Delivery Services	14,066	31,218	146,027	114,809	79 %
5814	Security Services	591	6,998	52,162	45,165	87 %
5817	Lakeland Library Co-op services	0	1,067	4,000	2,934	73 %
5818	Shredding services	0	0	575	575	100 %
5819	Drug Screenings/background checks	0	60	3,500	3,440	98 %
5823	Inspection Services	684	912	3,200	2,288	72 %
5825	Team KDL Services	0	0	12,500	12,500	100 %
5827	Catering	252	872	31,425	30,553	97 %
5829	Custodial/cleaning services	489	1,419	18,500	17,081	92 %
5830	Other Contracted Services	1,406	10,238	67,893	57,655	85 %
5833	All-staff Services	0	1,113	0	(1,113)	0 %
5834	Wellness Services	0	0	7,425	7,425	100 %
5836	Employee & Partner Care (Flowers, Etc)	269	350	6,630	6,280	95 %
5890	ILS Fees	0	99,242	167,773	68,531	41 %
5891	Licenses and Fees	0	4,238	4,400	162	4 %
5893	Marc Records License	400	1,001	7,500	6,499	87 %
5956	Other Benefits Administration Fees	2,158	8,654	15,030	6,376	42 %
5957	Pension Administration Fees	0	0	6,600	6,600	100 %
5958	Payroll processing fees	3,424	12,765	37,000	24,235	66 %
5960	Banking Fees	180	631	4,150	3,519	85 %
5961	TSYS/Credit Card Fees	465	1,741	23,033	21,292	92 %
	Total Contractual and Professional Services	50,056	476,903	1,520,083	1,043,180	69 %
	Programming and Outreach					
5794	Outreach Supplies	743	1,634	29,782	28,148	95 %
5795	Programming Supplies	9,283	15,801	105,150	89,349	85 %
5865	Programming Services	1,383	8,148	44,206	36,058	82 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 3/1/2020 Through 3/31/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5885	Speakers/Performers	7,555	26,662	146,955	120,293	82 %
5950	Airport Free Library	0	488	1,360	872	64 %
	Total Programming and Outreach	18,964	52,733	327,453	274,720	84 %
	Maintenance and Utilities					
5822	Maintenance Contracts	700	1,360	6,600	5,240	79 %
5848	Mobile Hotspots	1,114	2,727	14,040	11,313	81 %
5849	Cell Phones/ Stipends	2,309	5,580	34,161	28,581	84 %
5850	Telephones	2,225	7,435	50,953	43,518	85 %
5852	Internet/Telecomm Services	52,340	156,253	649,122	492,868	76 %
5918	Water/Sewer	0	463	3,800	3,337	88 %
5919	Waste Disposal	386	1,151	5,500	4,349	79 %
5920	Electric	4,269	5,810	78,000	72,190	93 %
5921	Natural Gas	1,279	1,279	17,000	15,721	92 %
5925	Snowplowing	3,037	6,429	20,000	13,571	68 %
5926	Lawn/Landscaping	0	0	4,200	4,200	100 %
5928	Branch Maintenance Fees	0	96,189	405,282	309,093	76 %
5929	Land Repair and Maintenance	306	306	4,200	3,894	93 %
5930	Building Repair and Maintenance	1,350	2,443	31,600	29,157	92 %
5931	Equipment Repair and Maintenance	0	2,191	33,777	31,586	94 %
5932	Vehicle Repairs and Maintenance	378	610	17,040	16,430	96 %
5933	Software & IT Hardware Maintenance Agreements	0	113,388	391,820	278,432	71 %
5934	Other Repair and Maintenance	0	0	2,250	2,250	100 %
5940	Rentals	72	52,308	161,775	109,467	68 %
5941	Printer/Copier Leases	965	1,983	67,787	65,804	97 %
5943	Contra Maintenance & Utilities - Consulting Admin	(100)	(300)	0	300	0 %
	Total Maintenance and Utilities	70,630	457,604	1,998,906	1,541,302	77 %
	Staff Development					
5910	Professional Development	3,949	10,921	107,769	96,848	90 %
5911	Conferences	6,089	22,692	60,060	37,368	62 %
5913	Travel/Lodging	10,082	24,884	203,196	178,311	88 %
	Total Staff Development	20,121	58,497	371,025	312,528	84 %
	Board Development					
5908	Board Development	0	125	4,700	4,575	97 %
5909	Board Travel/Lodging	0	0	20,580	20,580	100 %
	Total Board Development	0	125	25,280	25,155	100 %
	Other Expenditures					
5759	Gas, Oil, Grease	418	755	15,500	14,745	95 %
5860	Parking	35	98	7,710	7,612	99 %
5861	Mileage Reimbursement	2,911	5,602	71,122	65,520	92 %
5870	Branch Local Misc - Restricted Donation Expenditures	7,324	21,400	143,970	122,570	85 %
5873	Website	0	23,818	203,685	179,867	88 %
5874	Employment Advertising	0	0	1,000	1,000	100 %
5875	System Advertising	5,148	16,391	135,820	119,429	88 %
5879	Branch Advertising	38	38	4,040	4,003	99 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 3/1/2020 Through 3/31/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5884	Royalty Free Creative(Photography, Video, etc)	174	899	11,500	10,601	92 %
5901	Outsourced Printing & Publishing	4,329	4,629	53,500	48,871	91 %
5906	Promotions/Marketing	1,625	1,790	9,145	7,355	80 %
5912	Meetings	1,867	2,909	24,875	21,966	88 %
5915	Memberships	1,724	41,175	61,237	20,062	33 %
5916	Dues and Fees	100	2,228	6,727	4,499	67 %
5935	Property Liability Insurance	0	57,607	62,920	5,313	8 %
5936	Vehicle Liability Insurance	0	9,152	15,500	6,349	41 %
5937	Flood Insurance	0	0	6,520	6,520	100 %
5938	Bond Insurance	1,003	9,957	11,610	1,653	14 %
5939	Workers Compensation Insurance	0	35,912	48,000	12,088	25 %
5955	Miscellaneous	23	23	16,415	16,392	100 %
5959	Sales Taxes	1	1	500	499	100 %
5964	Property Tax Reimbursement	10,195	21,613	49,000	27,387	56 %
5965	MEL Return Items	263	541	3,000	2,459	82 %
	Total Other Expenditures	37,177	256,537	963,296	706,759	73 %
	Capital Outlay					
5976	Building Improvements - Depreciable	63,741	215,371	30,000	(185,371)	(618)%
5977	Technology - Non-Depreciable (\$1000-4999)	0	13,049	65,037	51,989	80 %
5978	Technology - Depreciable (5,000+)	0	0	624,070	624,070	100 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	796	1,647	30,645	28,998	95 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	5,100	5,100	100 %
	Total Capital Outlay	64,537	230,066	754,852	524,785	70 %
	Total Expenditures	1,561,363	5,830,062	27,548,552	21,718,490	79 %
	Excess Revenue Over (Under) Expenditures	3,485,141	17,079,702	(1,100,854)	18,180,556	(1,651)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 3/1/2020 Through 3/31/2020

Check Number	Vendor Name	Check Amount	Check Date
79091	CDW Government, Inc.	176,785.00	3/16/2020
79064	TerHorst & Rinzema Construction Co.	117,630.00	3/2/2020
3152020	The Huntington Bank - Michigan	57,612.04	3/15/2020
79103	Everstream Holding LLC- Michigan	49,785.36	3/16/2020
79154	TerHorst & Rinzema Construction Co.	48,421.00	3/16/2020
78917	Baker & Taylor	44,305.78	3/2/2020
78938	Comprise Technologies, Inc	40,167.50	3/2/2020
78991	Ingram Library Services Llc	27,320.36	3/2/2020
78992	Interpersonal Frequency	24,043.75	3/2/2020
78949	Ebsco Information Services	23,174.00	3/2/2020
79011	Midwest Collaborative For Library Services	22,326.30	3/2/2020
79128	Linkedin Corporation	20,000.00	3/16/2020
79024	Newsbank, Inc.	19,676.00	3/2/2020
79043	Recorded Books, Inc.	19,112.16	3/2/2020
78926	CDW Government, Inc.	17,463.30	3/2/2020
79158	Troost Service Company	15,770.21	3/16/2020
79018	Midwest Tape	15,147.91	3/2/2020
79047	RNL Graphics Solutions, LLC	12,475.42	3/2/2020
78937	Comerica Bank	11,675.19	3/2/2020
78934	City Of Kentwood Treasurer	10,749.78	3/2/2020
79052	Same Day Delivery, Inc	10,662.94	3/2/2020
79117	Ingram Library Services Llc	10,561.91	3/16/2020
79086	Baker & Taylor	8,712.69	3/16/2020
79146	Same Day Delivery, Inc	8,115.00	3/16/2020
79137	Midwest Tape	8,105.49	3/16/2020
78998	Kellogg & Sovereign Consulting, Llc	6,950.00	3/2/2020
9847449426	Verizon Wireless - MiFy Routers & Cell phones	6,775.59	3/4/2020
79096	Comerica Bank	6,204.58	3/16/2020
78921	The Lillie Labor Law Firm P.C.	5,493.40	3/2/2020
78925	Carr Engineering, Inc.	5,000.00	3/2/2020
79111	Highland Group of Grand Rapids, LLC	4,987.50	3/16/2020
78970	Hannah Berry / Lions & Rabbits LLC	4,800.00	3/2/2020
79069	Tumbleweed Press Inc.	4,500.00	3/2/2020
79070	UAW Local 2600	4,166.81	3/2/2020
79036	Quipu Group, LLC	4,000.00	3/2/2020
78965	Governmental Consultant Services Inc.	4,000.00	3/2/2020
79098	Darius Quinn / Quinn Consulting Services	3,900.00	3/16/2020
78920	Bmi	3,568.00	3/2/2020
79160	Via Design	3,525.00	3/16/2020
79066	Thomas Klise/Crimson Multimedia	3,200.00	3/2/2020
20705707098	Consumers Energy	3,172.71	3/4/2020
78919	Blackstone Audio Inc	2,983.48	3/2/2020
79023	Nelson Township	2,957.25	3/2/2020
79142	PLIC - SBD Grand Island	2,914.68	3/16/2020
78904	All Season Lawn Care	2,893.08	3/2/2020
79113	Holland Litho Printing Services	2,805.89	3/16/2020
L9311683	Prudential	2,745.00	3/9/2020
79063	TelNet Worldwide, Inc.	2,673.49	3/2/2020
9847449425	Verizon Wireless - MiFy Routers & Cell phones	2,575.58	3/4/2020
78955	ETrade Financial Corporate Services Inc. / Gradifi, Inc.	2,500.00	3/2/2020
79153	TelNet Worldwide, Inc.	2,225.32	3/16/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 3/1/2020 Through 3/31/2020

Check Number	Vendor Name	Check Amount	Check Date
79159	UAW Local 2600	2,092.88	3/16/2020
78962	Cengage Learning	2,043.30	3/2/2020
78902	Advanced Benefit Solutions, Inc / 44 North	1,876.00	3/2/2020
79079	Advanced Benefit Solutions, Inc / 44 North	1,876.00	3/16/2020
78948	DK Security	1,838.55	3/2/2020
78974	Hodges Coaching LLC	1,800.00	3/2/2020
79112	Hodges Coaching LLC	1,800.00	3/16/2020
78993	J Ryan Stradal	1,800.00	3/2/2020
79143	Recorded Books, Inc.	1,765.53	3/16/2020
460079	123.Net, Inc	1,724.00	3/11/2020
79026	Noordyk Business Equipment	1,707.14	3/2/2020
78994	Janway Company Usa, Inc.	1,657.61	3/2/2020
79099	Debra Perry / Joint Heir Music Group	1,500.00	3/16/2020
79102	Engaged Patrons / Glenn Eric Peterson	1,495.00	3/16/2020
INV00713272	Paycor, Inc.	1,490.75	3/20/2020
79019	MLA- Michigan Library Association	1,490.00	3/2/2020
79123	Kalamazoo Sanitary Supply / KSS Enterprises	1,432.15	3/16/2020
79059	Staples Business Advantage	1,371.97	3/2/2020
00665096	Paycor, Inc.	1,360.51	3/6/2020
79020	MorningStar Health	1,318.60	3/2/2020
79074	Wolverine Power Systems	1,283.75	3/2/2020
020326757-0120	Dte Energy	1,279.16	3/3/2020
79162	Wolverine Printing Company	1,272.73	3/16/2020
79105	Findaway World, Llc	1,263.84	3/16/2020
79139	MorningStar Health	1,257.80	3/16/2020
79007	Magnusmode Ltd	1,200.00	3/2/2020
79130	Louise Edison	1,100.00	3/16/2020
78930	Chelsea Holley	1,100.00	3/2/2020
204476821266	Consumers Energy	1,096.65	3/9/2020
78954	Engineered Protection Systems Inc	1,092.70	3/2/2020
79076	Darius Quinn / Quinn Consulting Services	1,092.50	3/4/2020
78996	Kalamazoo Sanitary Supply / KSS Enterprises	1,085.90	3/2/2020
78928	Central Michigan Paper	1,070.00	3/2/2020
78999	Kent Intermediate School District	1,038.00	3/2/2020
79071	Unique	1,006.66	3/2/2020
79126	Liberty Mutual Insurance	1,003.00	3/16/2020
78950	Edith Hyde	1,000.00	3/2/2020
79010	Michigan Office Solutions (MOS)	969.50	3/2/2020
78959	Foster, Swift, Collins & Smith, P.C.	874.00	3/2/2020
78957	Findaway World, Llc	796.13	3/2/2020
79056	Semcycle, Inc. / Cirque Amongus	717.00	3/2/2020
79021	Nationwide	712.20	3/2/2020
78932	Citizens Insurance Company	704.00	3/2/2020
79008	Mary Elizabeth Palmer	700.00	3/2/2020
79077	John W. Covington / DBA The Jon Covington Group	700.00	3/4/2020
79033	Plainfield Charter Township	678.86	3/2/2020
79155	Thomas Klise/Crimson Multimedia	620.00	3/16/2020
79125	Lewis Paper	612.95	3/16/2020
79041	Rebecca Keller	600.00	3/2/2020
79120	Jeffery Mansberger	575.00	3/16/2020
78947	Demco, Inc	543.45	3/2/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 3/1/2020 Through 3/31/2020

Check Number	Vendor Name	Check Amount	Check Date
79003	Lewis Paper	520.99	3/2/2020
79145	RNL Graphics Solutions, LLC	517.09	3/16/2020
79062	Taylor Johnson	500.00	3/2/2020
79068	Tricia Zelaya	500.00	3/2/2020
79009	Michelle Kastanek	500.00	3/2/2020
78960	Gabriella Murphy	500.00	3/2/2020
78968	Grand Rapids Building Services	500.00	3/2/2020
78945	Debbie TenBrink	500.00	3/2/2020
78933	City Of East Grand Rapids	500.00	3/2/2020
78903	Alain Saralegui	500.00	3/2/2020
78905	Anja Van Drunen	500.00	3/2/2020
78907	Ashley Cole	500.00	3/2/2020
79080	All Season Lawn Care	499.08	3/16/2020
79087	Blackstone Audio Inc	470.96	3/16/2020
79100	Demco, Inc	468.45	3/16/2020
79108	Greatamerica Financial Svcs.	456.06	3/16/2020
78973	Hispanic Center of Western Michigan	455.00	3/2/2020
RIS0002659000	Delta Dental Of Michigan	427.32	3/9/2020
79029	Occupational Health Centers of Michigan, P.C.	417.74	3/2/2020
79140	Olga Benoit / The Chez Olga LLC	403.08	3/16/2020
79030	Paige Norman	400.00	3/2/2020
79053	Sarah Ryder / The Hammock LLC	390.00	3/2/2020
1950974	Arrowaste	385.83	3/17/2020
79144	Rivistas Subscription Services	381.19	3/16/2020
78951	Elm Usa	358.90	3/2/2020
78922	Buist Electric, Inc.	350.00	3/2/2020
79118	IP Consulting, Inc.	350.00	3/16/2020
79027	Northeast Print House	340.00	3/2/2020
78943	D.K. Agencies (P) LTD.	336.50	3/2/2020
79002	Legal Shield	328.95	3/2/2020
78941	Crop Marks Printing	300.00	3/2/2020
79055	Scholastic Library Publishing	291.20	3/2/2020
79157	Ebiz Technology LLC / Traction Consulting Group	277.50	3/16/2020
78944	Daniel Johnson	250.00	3/2/2020
79124	Kris Vogelar	250.00	3/16/2020
79051	Samantha Kroll	250.00	3/2/2020
79025	Nina Baldwin	250.00	3/2/2020
79032	Peter Ho Davies	250.00	3/2/2020
79038	Ramona Wilke	250.00	3/2/2020
78901	Absopure Water Company	230.35	3/2/2020
78936	Comcast Cable	221.24	3/2/2020
78931	Chicago Tribune	210.60	3/2/2020
79094	City Of Kentwood Treasurer	208.82	3/16/2020
79075	Wolverine Printing Company	199.50	3/2/2020
79107	Grainger	191.21	3/16/2020
78927	Center Point Publishing	179.76	3/2/2020
79078	Absopure Water Company	177.75	3/16/2020
79049	Robin Darling	175.00	3/2/2020
78952	Employee Assistance Center (EAC)	170.00	3/2/2020
78971	Heart Of West Michigan United Way	160.00	3/2/2020
78940	Cornerstone University	159.00	3/2/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 3/1/2020 Through 3/31/2020

Check Number	Vendor Name	Check Amount	Check Date
79148	Shea Johnson	150.00	3/16/2020
79152	Story Spinners of Grand Rapids	150.00	3/16/2020
79101	Elm Usa	149.20	3/16/2020
79141	Penni Zurgable	144.48	3/16/2020
78939	Comstock Park Rotary	138.00	3/2/2020
79028	Northern Michigan University	129.95	3/2/2020
78956	Federal Armored Truck, Inc	125.30	3/2/2020
79106	Cengage Learning	121.57	3/16/2020
79004	Library Ideas, Llc	107.86	3/2/2020
03-27-20Priorit	Priority Health	101.31	3/31/2020
79090	Caledonia Chamber Of Commerce	100.00	3/16/2020
79061	TASC	94.02	3/2/2020
79073	Western Michigan University	89.75	3/2/2020
78972	Hillsdale College / Mossey Library	89.00	3/2/2020
79022	Nationwide Trust Company, FSB	86.41	3/2/2020
9847488319	Verizon Wireless - MiFy Routers & Cell phones	83.08	3/4/2020
79044	Restorative Homestead LLC	80.00	3/2/2020
79109	Heart Of West Michigan United Way	80.00	3/16/2020
79150	Shirley Bruursema	78.40	3/16/2020
79110	Henika District Library	75.95	3/16/2020
79034	Presidio Networked Solutions Group, Llc	75.00	3/2/2020
79104	Findaway World, Llc	69.99	3/16/2020
79156	Thomas Noreen	69.10	3/16/2020
79046	Rivistas Subscription Services	68.52	3/2/2020
79005	Lindsey Dorfman	64.30	3/2/2020
79057	SofterWare, Inc.	59.00	3/2/2020
79122	Jennifer Zeilbeck	58.65	3/16/2020
79089	Caitlin S. Oliver	55.30	3/16/2020
79151	Stacy Schuster	50.55	3/16/2020
78923	Calvin University - Hekman Library	50.00	3/2/2020
79147	Sarah Ann Weller	47.82	3/16/2020
79082	Andrew Erlewein	43.80	3/16/2020
79093	Charles R. Myers	42.65	3/16/2020
79048	Robert Raese	40.38	3/2/2020
78946	Delta College	37.50	3/2/2020
79081	Allie Marie Idema	36.90	3/16/2020
79149	Sheri Gilreath-Watts	35.75	3/16/2020
78963	Gary Nelson	34.99	3/2/2020
79050	Rochester Hills Public Library	33.50	3/2/2020
79132	Midwest Collaborative For Library Services	31.99	3/16/2020
79031	Performance Assessment Network	30.00	3/2/2020
79092	Cedar Springs Rotary	30.00	3/16/2020
78953	Employment Screening Resources	30.00	3/2/2020
78958	Flat River Community Library-Mg	29.95	3/2/2020
79129	Live Oak Media	29.95	3/16/2020
78969	Grand Valley State University Libraries	28.25	3/2/2020
79035	Public Libraries of Saginaw	26.95	3/2/2020
78997	Kellie VanHorn	24.99	3/2/2020
78918	Bay County Library System	24.95	3/2/2020
79054	Sarah Sadler	20.99	3/2/2020
79131	Martha Adams	20.97	3/16/2020
78935	City of St. Joseph	20.70	3/2/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 3/1/2020 Through 3/31/2020

Check Number	Vendor Name	Check Amount	Check Date
79060	Sue Rozema	20.00	3/2/2020
79072	Vivi Hoang	20.00	3/2/2020
79161	William Dittenber	20.00	3/16/2020
78929	Charter Township of Shelby	19.99	3/2/2020
79001	Laveda Lloyd-Nesby	18.74	3/2/2020
78964	Genesee District Library	18.00	3/2/2020
78924	Capital Area District Libraries	17.54	3/2/2020
79006	Lois Boerman	16.99	3/2/2020
79039	Rebecca Eapen	16.99	3/2/2020
79037	Rachel Gage	16.95	3/2/2020
79095	City of Midland	16.95	3/16/2020
78966	Grainger	16.18	3/2/2020
79045	Richland Community Library	16.00	3/2/2020
78967	Grand Ledge Area District Library	15.99	3/2/2020
79127	Lindsey Burton	15.99	3/16/2020
79138	Milan Public Library	15.00	3/16/2020
79065	Thomas R. Noreen / The Bugle, LLC	15.00	3/2/2020
78942	Crystal Logan-Syrewicze	14.95	3/2/2020
79119	Jacquelyn Ewald	13.99	3/16/2020
78906	Anna Gretz	12.99	3/2/2020
79067	Township of Barry / Delton District Library	11.99	3/2/2020
79040	Rebecca Hawkins	11.24	3/2/2020
79088	Bloomfield Township Public Library ATTN: Deb Smith	11.00	3/16/2020
78995	Julie Cook	10.15	3/2/2020
79097	Cornerstone University	10.00	3/16/2020
79121	Jennifer Swift	9.98	3/16/2020
79083	Audrey Barker	7.60	3/16/2020
79000	Laura Plather	4.99	3/2/2020
012890	Medtipster.com, LLC.	0.00	3/13/2020
Report Total		1,005,624.15	

Kent District Library
Check/Voucher Register - Voided Checks
From 3/1/2020 Through 3/31/2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
79092	Cedar Springs Rotary	<u>(30.00)</u>	3/16/2020
Report Total		<u>(30.00)</u>	
		<u><u> </u></u>	



MARCH DIRECTOR'S REPORT

This month we asked managers to summarize what their team is working on and how they are working “together” during the Covid-19 shut down.

ALPINE, TYRONE & WALKER

Teams at the Alpine, Tyrone and Walker branches are grateful for the opportunity to keep working while the library and many businesses across the state remain closed due to the coronavirus outbreak. Library Training Manager Trish Reid has worked with administration, managers and other KDL team members to provide system-wide To Do Lists for the entire KDL team. The biggest item on her list for the first week of closure was a webinar called “The Librarian’s Guide to Homelessness.” Staff were also asked to brush up their Office 365 skills. These trainings will help everyone go back to their branch with not only a better understanding of technology to help patrons, but also an increased sense of empathy for the diverse socioeconomic backgrounds of library patrons everywhere.

Branch teams have also been intentional about connecting with community contacts and using social media to stay in touch with patrons. In particular, youth staff have been hard at work with programming. At Tyrone, Katie Mitchell has been working closely with Kent City Elementary School Media Specialist Sara Schutt to create educational and informative videos, including a virtual version of the page-to-screen book club and book talks. Similarly, Emily Bantel has been filming simple teen crafts that can be done with everyday objects, which she hopes to post on Facebook soon. At Walker, Julie Ralston and Michelle Justema are working on ways to interact with patrons for storytime mornings via Facebook. At Alpine, Anne Bartsch has been filming storytimes for bed time.

Last but not least, Regional Managers Craig Buno and Liz Knapp have been working hard to bring the team together and provide them with the support they need. Along with checking in with staff weekly via phonecall, they also use Microsoft Teams to hold three regional huddles a week and Microsoft Yammer to keep in touch and share fun pictures of their furry coworkers and at-home work environment.

ALTO & ENGLEHARDT

Alto and Englehart staff have been making great use of Library Training manager Trish Reid’s To Do List week after week. Though the circumstances are unfortunate, staff are enjoying the opportunity to work on more comprehensive technology training. So often there is a time crunch when learning something new because other tasks may also need to get done at the same time, but during quarantine all staff have been able to learn and review at their own pace, which has been especially helpful to those who still struggle with technology. Along with training, staff have also continued to work on workgroup assignments and branch projects. Even though the date keeps getting pushed back, staff look forward to opening again soon and want to be prepared to jump back in as soon as possible.

Additionally, both branches have been staying in touch with patrons. By streaming storytimes, making phonecalls to seniors, mailing cards to teens with limited resources in their home, among others gestures, branch staff hope the community shares a mutual feeling of connection and care during this time of isolation. Similarly, branch teams also text, call, email and send mail by post in order to stay connected. Microsoft Teams has also been a welcome addition to these social resources! The Alto and Englehardt branches have started “blended” staff meetings and are now doing virtual branch huddles with this tool. To be able to see and hear each other has greatly increased the branches’ sense of togetherness. Many thanks are due to everyone at KDL who worked to implement this tool.

BYRON & GRANDVILLE

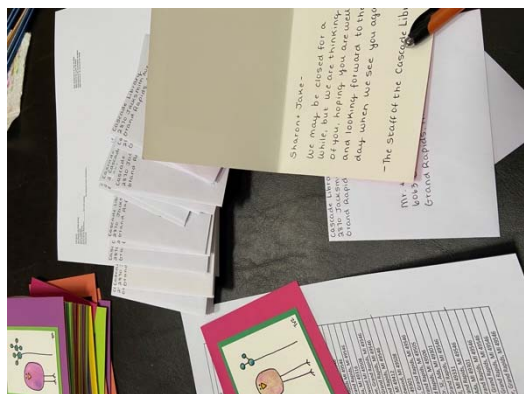
Staff at Byron and Grandville are doing hard work at home catching up on all sorts of training and professional development. While everyone is sad to be at work or open to the public, and while circumstantial ambiguity is a regular source of stress and fear for many, staff are still rising to the challenge. Everyone is very thankful to have meaningful work to do that enables them to hold a position and keep busy.

Currently, staff are focused on finding ways to serve the public virtually through virtual story times, book recommendations, book clubs, lab programs, etc. Otherwise, they are catching up on workgroup projects and preparing to reopen in the future. A favorite training so far has been “The Librarians Guide to Homelessness” by Ryan Dowd. Staff hope this training will help them better serve the homeless population by helping them better understand many of the circumstances that lead to homelessness and the reality of living without a home.

As far as coming together, staff are reaching out to each other periodically and have found Microsoft Teams to be an instrumental tool for catching up and reaching out. Additionally, managers are checking in with staff at least once a week to see how things are going, to provide direction and to lend a listening ear.

CALEDONIA & CASCADE

The Caledonia and Cascade branch staff have been busy at work, even if it is from a very different location than what they’re used to. Staff have primarily been working through training materials developed and provided by KDL’s new Library Training Manager, Trish Reid. Several staff members have also highlighted “The Librarians Guide to Homelessness” and Microsoft Office 365 materials as being especially helpful and informative.



Many Branch Librarians have been busy creating virtual programming, including KDL Labs, Bedtime Storytime, Sing-a-long Storytime, Hoopla Book Recommendations and Facebook Cooking Club. Branch Librarian Sara Reinders and Assistant Branch Librarian Tricia Van Zelst collaborated on sending 45 hand-made (painted by Tricia van Zelst) and hand-written cards to many of Cascade’s regular patrons. Caledonia staff are also exploring doing this for their patrons as well.

In anticipation of the new staffing model, Regional Manager II Pat Rosloniec is scheduling one-on-one technology tutoring sessions with Branch Librarians to identify any pain points related to technology assistance. All staff are being asked to more fully utilize Microsoft Teams when connecting with coworkers in order to hone this new skill.

Though this has been an unsettling time marked by uncertainty, staff has been able to remain in touch: Cascade staff virtually meet Monday and Wednesday mornings while Caledonia staff virtually meet Tuesday and Thursday mornings. This has been a valuable way for staff to share questions regarding workload and share highs and lows from their week. Regional Managers Vanessa Walstra and Pat Rosloniec have also been connecting individually with staff through weekly phone calls.

COMSTOCK PARK & PLAINFIELD

The Comstock Park and Plainfield teams have been hard at work the last few weeks. Both teams have been in good spirits and remain flexible with their ever-changing circumstances. Before rigid shelter-in-place regulations were put into place, staff were still able to physically report to work and do a deep clean of the branches and organize the backroom, desk space and the public floor. Now that KDL staff are officially working from home, employees are busy working on individual projects and prepping for summer programming.

Additionally, there are several trainings that are improving the workforce. As a team, Plainfield and Comstock Park are using this time to brush up on skills needed for the new staffing model transition. The Plainfield and Comstock Park teams have been able to stay connected via Microsoft Teams. Each group virtually meets every weekday morning for a “Morning Mash-Up.” Regional Managers Morgan Hanks and Liz Guarino-Kozlowicz use this time to give updates and check-in with everyone. Despite the circumstances, there are always plenty of laughs and smiles to go around!

EAST GRAND RAPIDS

East Grand Rapids staff members are using this time of working from home to learn new tasks and enrichment items developed by Library Training Manager, Trish Reid. Youth Branch Librarians have also been working with the Programming Department to create content for streaming storytimes. All East Grand Rapids staff have been having weekly one-on-one meeting with either Regional Manager I Dawn Lewis or Regional Manager II Shaunna Martz in order to stay in touch and answer questions. These have been valuable times for connection when is otherwise difficult. Microsoft Teams has also been a great tool for making this happen.

Normally, branch staff celebrate each other’s birthdays by hanging posters on the wall where coworkers can write well-wishes to the lucky birthday person. During this time, Branch Librarian Sarah Yoder has continued making these posters virtually and emailing them to staff members. Her clever and thoughtful posters have been greatly appreciated amongst staff!

GAINES & KENTWOOD

Regional Managers Cheryl Cammenga and Angela Culp took over management of the Gaines Branch on March 2, 2020. Less than two weeks later the branch was closed to the public and staff began working from home. Both Angela and Cheryl have been checking in with Gaines

staff with weekly phone calls and video chat meetings. This personal contact has helped staff get to know the new management team and has given managers the opportunity to problem-solve alongside staff when it comes to challenges with working from home.

Kentwood and Gaines Youth Librarian Courtnei Moyses has created online STEM activities, as well as storytimes, and is filming them at home on behalf of KDL. Outreach Programming Specialist Hennie Vaandrager has had many virtual meetings and work sessions with colleagues to prepare for Summer Wonder 2020. The group is working hard to create a viable program that can thrive under any future circumstances. Kentwood's Adult Librarian Barb Williams has also been meeting with the programming workgroup to create a summer program for adults that won't include large gatherings but will include a weekly digital book talk. She has also volunteered to be interviewed by WGVU's Shelly Irwin about KDL's digital resources. Lastly, Teen Librarian Greg Lewis is working on a MLA grant proposal for multi-generational programming at KDL and continues to work with the Teen Programming workgroup to alter the Teen Poetry contest and promote it online.

KRAUSE MEMORIAL, NELSON & SPENCER

The "NeRdS Team" has been hard at work, mostly concentrating on new training opportunities provided by Library Training Manager Trish Reid. Her weekly To Do List has been a great tool for helping staff prioritize tasks. In particular, "The Librarians Guide to Homelessness," Office 365 training and a cross-training checklist for the new staffing model have been invaluable. The goal is to have all branch staff complete the online portion of this training while working from home so that they can complete the remaining in-branch training when the shelter-in-place order has been officially lifted.

In addition to training, branch staff also reach out to the community via social media, providing informational, educational and recreational opportunities and ideas to interested parties. Youth Librarians are livestreaming storytimes weekly. Adult Librarians are also conducting book discussions via Zoom, which has been a delight to patrons.

Regional Managers Jennifer German and Paula Wright are having "touch base" meetings with staff members at all branches on a weekly basis. This week, branch staff are learning and practicing the use of Microsoft Teams. Managers will immediately begin using Teams for all virtual meetings going forward. Additionally, staff have been using Teams and Yammer to stay connected with each other.

FEATURED DEPARTMENT: ADMINISTRATION

KDL's administration team has been busy assisting with major projects and changes:

PROJECT MANAGEMENT IMPLEMENTATION

Project Manager Jaci Cooper continues to work on launching KDL's project management office, as well as developing best practices, tools and templates for staff to use when leading projects and working on project teams. Project Prioritization has always been an important part of KDL's goals, but in light of current stay-at-home orders it is now as important as ever given the limited in-branch and in-office time. A project dashboard has been created (but has not yet launched) and will keep all KDL staff aware of current projects and allow for greater transparency going forward.

ROOM MANAGER SOFTWARE

A yearlong admin project will soon be coming to a close. As of April 2020, KDL's previous room manager software is no longer supported and a new plugin, purchased in the Fall of 2019, will be integrated into KDL's existing Office 365 suite. This room manager software is what allows staff to check out meeting rooms, vans and technology equipment. In-person training for the new software has unfortunately been cancelled due to Michigan's shelter-in-place mandate, but Operations Coordinator Missy Lancaster and Project Manager Jaci Cooper are currently working on writing instructions and recording videos for online training. Training will only be required of Service Center staff as Patron Services Manager Jared Siegel has graciously agreed to have the Patron Services Department book rooms and equipment on behalf of branch staff who tend to require room rentals less frequently.

CALENDARING

Jaci Cooper and Administrative Assistant Katie Blakeslee have been working on a centralized calendar for KDL meetings, which should help streamline use of the new Room Manager system.

STRATEGIC PLAN

Jaci Cooper, Katie Blakeslee, Fund Development Manager Claire Horlings and the KDL Leadership team have embarked on the planning process for KDL's 2021-2023 Strategic Plan. Initially a board update was planned for March, but the project has been pushed back to ensure enough stakeholder feedback is collected since in lieu of in-person focus groups. A formal presentation will be brought to the board in May.

CORONAVIRUS CENTRAL SHAREPOINT PAGE

A centralized communication page was created to keep all staff apprised of the ever-changing situation surrounding the coronavirus. This is also intended to keep staff virtually engaging with one another and to centralize all work-from home resources.

CANCELLED BRANCH IN-SERVICE DAYS

KDL's Leadership Team has decided to cancel the rest of the branch in-service days through 2020 because they do not want branches closed to the public any more than they already have been this year. Additionally, branch staff is already using this shutdown time for virtual training, thus Leadership feels confident that everyone is receiving dedicated time for professional development this year. Should Regional Managers need to meet with their team during open hours, they may use subs to cover public service desks.

BUILDING UPDATES

AMY VAN ANDEL LIBRARY AND COMMUNICATION CENTER

Because of the Stay at Home order issued by Governor Whitmer, all construction for the Amy Van Andel Library and Community Center has been halted. The grand opening will be pushed back to January 2021. Concrete has been laid on the second floor, the roof is completed and temporary windows are in so that the building is now enclosed. Likewise, the Ada Arts and Cultural Center has been delayed. Plans to properly enclose the corner of the building where the Arts Center will attach to the main library are currently being discussed. An interior furniture package was approved and a collection storage package is being reviewed.

CASCADE TOWNSHIP

A presentation to the full Cascade Township Board for approval of the Library Refresh was originally planned for March 25, but this has been postponed and will be rescheduled once Governor's Stay at Home order comes to an end.

GRANDVILLE

Although this building project was once on track for groundbreaking in late May, the governor's Stay and Home order in light of the global coronavirus pandemic has made this schedule uncertain. Blueprints are currently being finalized and design elements selected, such as carpet and furniture.

SERVICE & MEETING CENTER – BOOKMOBILE GARAGE ADDITION

- Furniture was set to be delivered during the week of April 13, but this will likely be delayed even after the Stay at Home order is removed. Unfortunately, the Community Engagement Department will have to wait to move in until after a new delivery date has been determined.
- Metal fabricators were able to install garage railings before the Stay at Home order took effect.
- Before the building shut down, an electrician was consulted to address a few lighting control issues in the garage. KDL hopes to take care of this asap as soon as the building is open again.

SERVICE & MEETING CENTER – SERVICE CENTER REFRESH

- HVAC duct cleaning will be completed before staff return to the Service Center. (The ducts have never been cleaned and are in desperate need of it.) The vendor will also be disinfecting the ducts to ensure that clean air is being distributed throughout the building.
- As a first project, Leadership agreed to focus on basic maintenance in the Service Center break room. The following issues will be addressed:
 - Door installation for pallets to get from loading dock to warehouse

- Reconfigure kitchen layout to accommodate walkway for pallets
- Fix kitchen drainage issues
- Fix flooring damage from leaks
- Other cosmetic updates: paint, counterspace, storage
- Missy Lancaster worked with Dan TerHorst to come up with an initial breakroom design. An estimate should be completed within the week.
- In order to keep moving on the project, Missy contacted Interphase (furniture vendor) to come up with a new layout for furniture since a majority of the space will need to be kept clear for the pallet walkway.
- Once estimates come in for both maintenance and furniture, they will be presented to Leadership for feedback.

TYRONE

A Fundraising committee scheduled for March was canceled. The meeting was rescheduled for April 16, but will also need to be cancelled as the shelter-in-place order has been extended. Another meeting date will be scheduled soon to take its place.

WALKER

The March 24 meeting to review KDL and city needs was cancelled due to the shelter-in-place order and has yet to be rescheduled.

WHAT'S GOING ON AT KDL?

CORONAVIRUS RESPONSE

321 KDL programs were cancelled during the month of March. The Programming Department thus responded by asking staff to develop online/virtual programming, including book talks, book clubs, storytimes, yoga storytimes, STEAM activities and more. By the end of March, staff had hosted over 25 streaming programs, which were watched live by approximately 4,968 patrons and had garnered upwards of 27,000 total views. Patron feedback includes:

- “I appreciate what KDL is doing during this frustrating yet necessary shut down. Just let all the children’s librarians know how much we’re enjoying the video stories and STEAM activities on Facebook!”
- “Thank you for doing the online story times! My toddler loves them and, best of all, it keeps him busy so I can get some work done. Looking forward to heading back to the library when this is over but in the meantime this is a great way to stay connected!”

CARDS FROM KIDS

KDL recently launched a campaign asking parents, kids and families to write cards, draw pictures and send love to seniors in assisted living facilities that may be especially affected by isolation resulting from COVID-19 measures. The first batch of cards was sent to a center in East Grand Rapids. KDL is still accepting cards as this opportunity is ongoing.

COHS (CAREER ONLINE HIGH SCHOOL)

KDL met with the Director of Integrated Support of the Kent School Service Network, which is a community school coalition. The meeting explored possibly offering their services in some of KDL’s

more remote branches. Students in COHS have been facing unprecedented challenges during the coronavirus pandemic, but KDL's COHS specialist continues to be in communication with these students and advocate on their behalf.

EDI WORKGROUP

Director Werner launched the Equity, Diversity, Inclusion (EDI) Workgroup earlier this year. The first meeting was set for March 17 but will have to be rescheduled for another date.

KDaLe

Programming wrapped for the year with the judging of the Homebrew Contest and author visits from J. Ryan Stradal. Several local breweries judge nearly 40 homebrew entries while KDL librarians helped judge literary submissions. Winning beers were inspired by famous books in modern/contemporary cannon, including *I am Legend* by Richard Matheson and *The Hatchet* by Gary Paulsen. J. Ryan Stradal, author of *The Lager Queen of Minnesota*, read from his novel and signed books at Thornapple Brewing and City Built Brewing. KDL also partnered with Grand Rapids Community College to host two Creative Writing classes taught by Stradal. There, Stradal talked about being a published novelist and answered questions from students.

LET IT SNOW

The Let It Snow deadline has been extended to April 30 so that patrons can continue logging books during the stay-at-home order. Prize mugs for adults and teens who complete their reading will be distributed once branches are open again.

LITTLE FREE LIBRARY

All stocking of KDL's Little Free Libraries has been suspended until current health authorities deem it safe to share and distribute materials again.

MEN OF COLOR READ

Program participants are working hard to create virtual storytimes they can share through their various social media platforms. KDL was able to assist by sending along a number of books and resources for them to use.

TEEN POETRY CONTEST

The Teen Poetry Contest deadline has been extended to April 30 so that teens will have more time to submit. While the Poetry Slam at the Kentwood branch has been cancelled due to the coronavirus pandemic, more prizes will be awarded for the best poems.

THE FUTURE OF WORK

KDL and the World Affairs Council of Western Michigan are moving forward with their speaker series, *The Future of Work*. This series will be hosted via Zoom technology on April 14, 21 and 28. The first session features Kristin Sharp of Entangled Solutions. Sharp has worked on technology, innovation and national security policy in the US Senate, as well as in a few senior staff roles for senators and committees on both sides of the political aisle.

KATIE KUDOS



Like all KDL staff, Katie Elephant has been hard at work... From home! We appreciate your patience as she adjusts to her new work/life balance. There will still be winners for the month of April, but extra names will be printed in May!

STAFF & PATRON RESPONSE STORIES

ALPINE

A long-time regular patron named Heather Griffith recently came into the Alpine branch. She has two daughters named Hattie and Hazel. Heather reports that last year Hattie may have been the top reader in her grade, but this year she is the top writer too! Heather is so proud of her daughter and attributes Hattie's great success at reading and writing to the fact that they frequent at the library. She said that she thought coming to the library regularly and participating in programs like 1KBK (1,000 Books Before Kindergarten) helped give her daughter an edge.

CASCADE

Branch Librarian Penni Zurgable reports: "While walking in our neighborhood [pre-quarantine], a neighbor recognized me from the library and asked me how to put Ebooks on her "new Amazon Firefox thing." "You mean the Kindle Fire?" I asked. "Yes, I can do that!"

GAINES

- In the last hectic day of work before shut down, Nancy Kay remarked that a “favorite patron” came to her a bit distraught, knowing that all libraries would be soon be shutting down to the public. Normally this patron comes in every day and the library staff have a great relationship with her, so Nancy gave the patron her cell phone number and encouraged the patron to reach out and stay connected. Nancy reports they have been checking in on each other throughout this time and plan to have coffee when this is all over!
- Per Nancy Kay: “I am thankful for both the Mission:Read! bag and “ The Gruffalo” workbook offered to me by Courtnei Moyses before we left for shut down. I have had to take over schooling my kindergarten age grandson because his mother works in healthcare and his father needs to work from home. Both have been very valuable resources!”

KENTWOOD

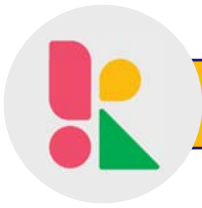
Cheryl Cammenga shares, “When staff were at the Kentwood branch on the last day before shut down, we decided to put some boxes of free kids and teen books by our drive up book drop. (Our book drop is sheltered under a canopy so items will stay dry.) I was the last person to leave for the day. As I was leaving, a car pulled up with a mom and kids in the back. The mom stepped out of the car and was looking at the books. When she saw me, she asked if these were for anyone and if she needed to return them. I replied that yes, they were for anyone, and no, she did not need to return them—She could keep them or pass them on to someone else. The mom exclaimed how nice this was of the library to do this. Since then, I have been back to the library several times to fill up more boxes.

WYOMING

Accessibility & Inclusion Specialist Shelley Roossien was able to assist a visually impaired patron shortly before shut down. She sent the patron’s daughter home with as many resources as possible for the patrons reader and to tide her over through the quarantine. A few days later, she received this email in response: “Thank you so much for helping us out! My mother is a voracious reader and has been very worried about not having anything to read’ during the shutdown. I think your service means even more to the visually impaired right now! I know that my mother is feeling very isolated. Her reader/books are one of the few things she has to occupy her time.”

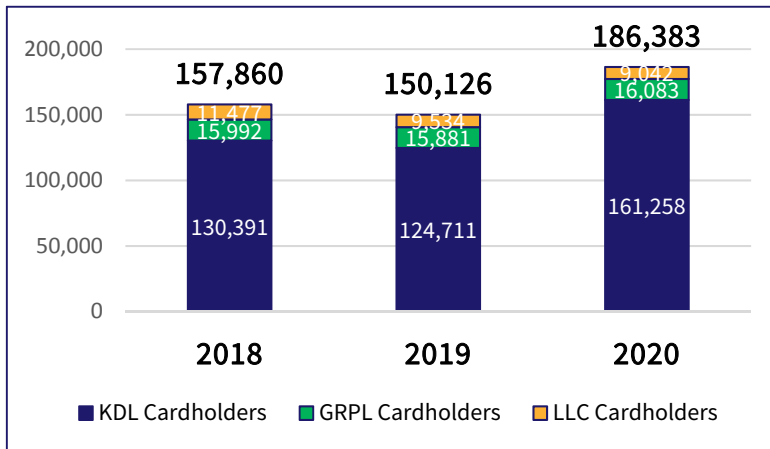
UPCOMING MEETINGS & DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., May 21, 2020	4:30 PM	KDL Walker Branch
KDL Regular Board Meeting	Thurs., Jun. 18, 2020	4:30 PM	KDL Service & Meeting Center
KDL Regular Board Meeting	Thurs., July 16, 2020	4:30 PM	KDL Service & Meeting Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Weds., May 20, 2020	1:00 PM	KDL Service + Meeting Center
EVENTS & CONFERENCES	DATE	TIME	LOCATION
ALA Annual Conference*	Jun. 25-30, 2020	Varies	Chicago, IL



MARCH 2020 STATISTICAL SUMMARY

Active Patrons:

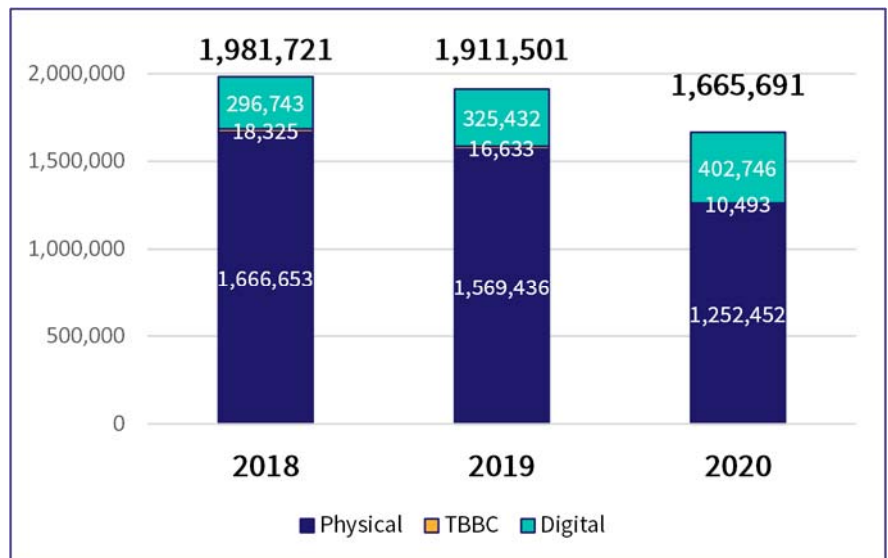


1,281 Accounts Added in March:

- 1,146 New KDL Cardholders
(including 560 online-only cards)
- 87 New GRPL Cardholders
- 48 New LLC Cardholders

Note: KDL has been closed due to the COVID-19 virus since March 13, 2020. All accounts that had expired since January 2018 were reactivated through May 2020 so they could more easily access digital resources.

Circulation YTD:

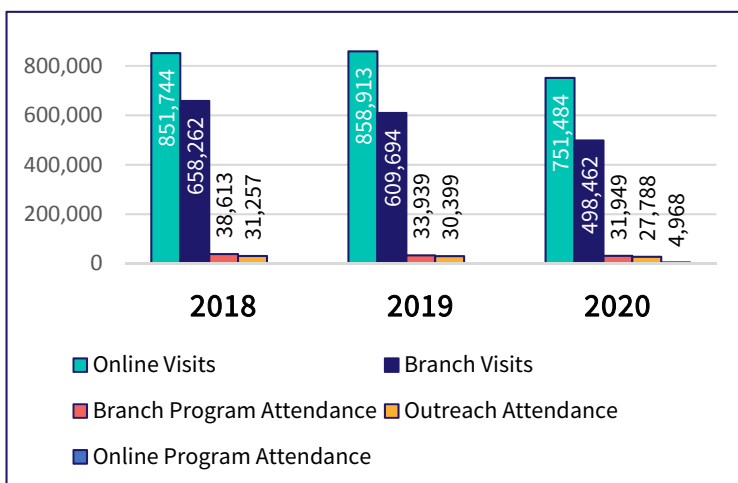


Shifting to Online Services during COVID-19 Closure:

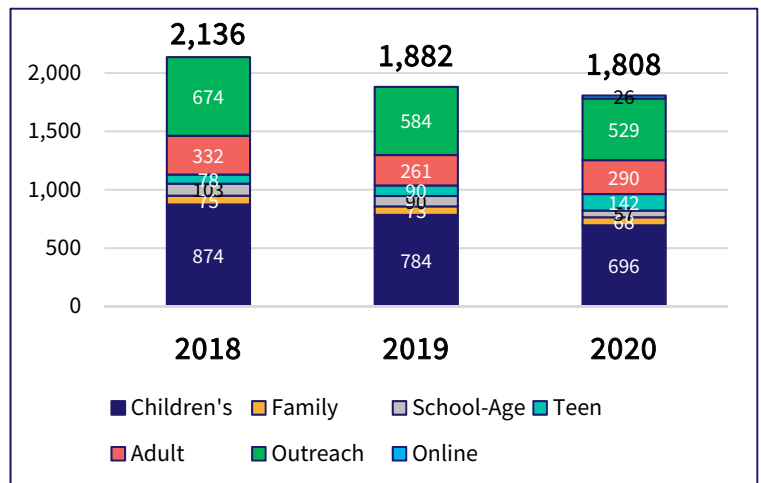
- Digital Circulation increased 22% from last month
- 3,676 new patrons used the digital collection in March
- Database usage increased 52% from last month
- 26 online programs had 4,968 live attendees and 27,052 total views

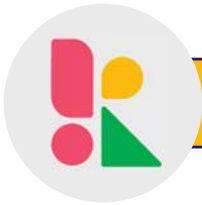
(See reverse for more details)

People Served YTD:



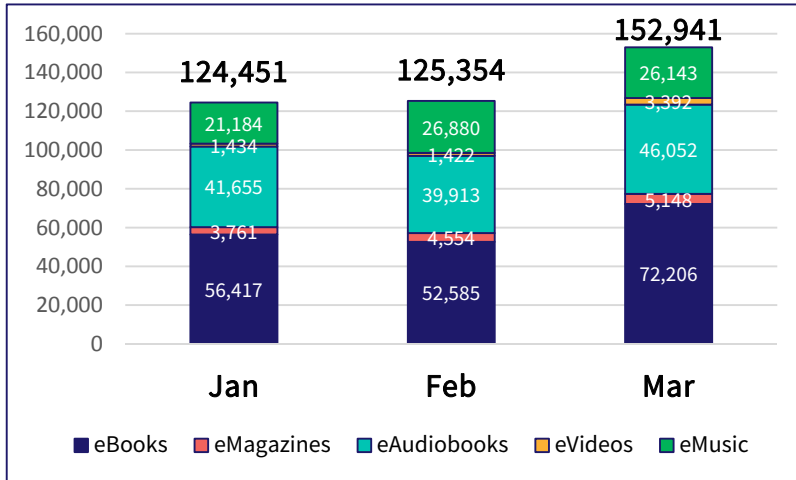
Number of Events YTD:





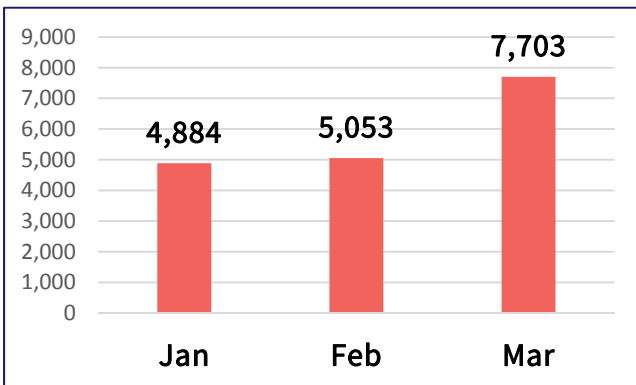
STATISTICS IN-DEPTH: COVID-19 CLOSURE

Digital Collection Usage Increase:

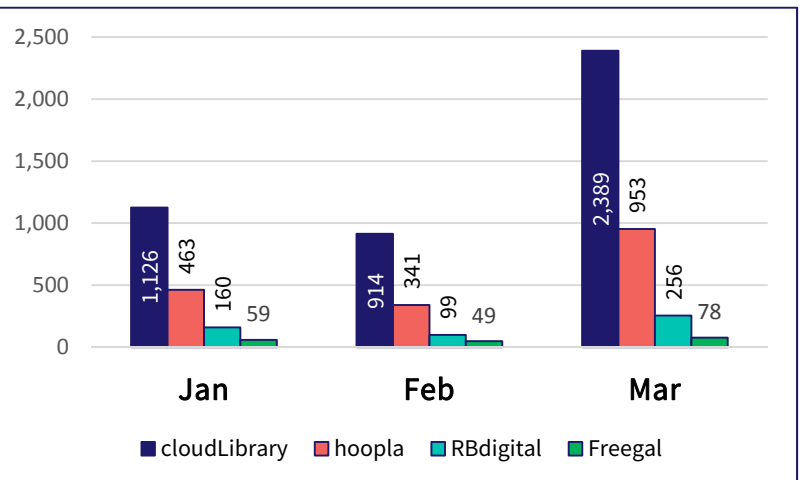


Platform / Format	February	March	% Change
cloudLibrary eBooks	49,519	66,131	34%
cloudLibrary eAudiobooks	34,351	38,777	13%
Freegal eMusic Streaming	21,854	20,312	-7%
hoopla eAudiobooks	5,008	6,530	30%
hoopla eBooks	3,066	6,075	98%
RBdigital eMagazines	4,554	5,148	13%
Freegal eMusic Downloads	4,442	4,985	12%
hoopla eVideos	1,422	3,392	139%
hoopla eMusic	584	846	45%
RBdigital eAudiobooks	554	745	34%
Total	125,354	152,941	22%

Database Usage Increase:



New Digital Collection Users:



Online Programming Reaching More People:

March 1 – 12:

- 212 Programs in Branches
- 5,184 Total Program Attendance
- Avg: **24 Attendees** per Branch Program
- 98 Outreach Events
- 5,353 Total Outreach Attendance
- Avg: **55 Attendees** per Outreach Event

March 17 – 31:

- 26 Online Programs
- 4,968 Live Attendance
- Avg: **191 Live Attendees** per Online Program
- 27,052 Total Views *(including recordings)*
- Avg: **1,040 Views** per Online Program!
- Most popular program: Bedtime Stories

Coronavirus Closure Statistical Overview

Category	Platform	Metrics	March 13 - March 31, 2019	March 13 - March 31, 2020	% Change
Online Programming	Facebook	Total # of Online Programs	N/A	26	N/A
		Live Attendance	N/A	4,968	N/A
		Total Program Views	N/A	27,052	N/A
Digital Collection Use	cloudLibrary	eBook Circulation	29,572	46,602	58%
		eAudiobook Circulation	17,603	23,894	36%
		New Users	570	1,529	168%
		Collection Size / New Items Added	118,511	123,540	4%
		Total Holds	23,440	31,961	36%
		Average Hold Wait Time	22	29	31%
	hoopla	eBook Circulation	1,507	4,766	216%
		eAudiobook Circulation	2,893	4,444	54%
		eMusic Circulation	416	619	49%
		eVideo Circulation	797	2,722	242%
		New Users	259	817	215%
	RBDigital	eAudiobook Circulation	358	525	47%
		eMagazine Circulation	3,173	3,271	3%
		New Users	52	198	281%
		Collection Size / New Items Added	3,511	3,711	6%
	Freegal	eMusic Downloads	2,993	3,094	3%
		eMusic Streaming	10,487	12,931	23%
		New Users	18	51	183%
	Total	Total Digital Circulation	69,799	102,868	47%
Other Online Use	Databases	Visits	3,425	5,506	61%
	KDL.org	Visits	75,612	60,303	-20%
	Catalog	Visits	59,208	26,862	-55%
	Beanstack	Mission: Read New Registrations	549	90	-84%
		Let It Snow New Registrations	N/A	218	N/A
	Wifi	Logins	47,591	10,659	-78%
KDL Cardholders	WorkFlows	New KDL Cardholders Added	1,141	586	-49%
		KDL Accounts Active	44,117	24,266	-45%
Social Media	(All)	Social Media Followers	N/A	53,681	N/A
	Facebook	Facebook Likes	14,401	15,995	11%
Patron Services	Ask KDL	Questions	752	683	-9%
	LibChat	Sessions	47	271	477%
	Phone Calls	Calls Received	3,829	3,556	-7%

Kent
District
Library



POLICY MANUAL PROPOSAL FOR EDITS

Collection & Reference

KDL POLICY 1.1

MATERIALS SELECTION

LAST REVISED 2.22.19

The purpose of this policy is to: (1) serve as a guide for the librarians of Kent District Library in the process of materials selection; and (2) inform the public of the principles upon which selections for the Library are made. Basic to this policy is the Library Bill of Rights as affirmed by the Kent District Library Board of Trustees.

Kent District Library strives to provide current and factual information to supplement and enrich individual learning, and to provide materials for recreational reading and other leisure time activities. This information should be readily available to the total community regardless of gender, age, education, language, religion, ethnic and cultural background, or mental and physical ability.

STANDARDS FOR SELECTION

Kent District Library is a popular materials library and maintains a varied and up-to-date collection. It attempts to acquire materials of both current and lasting value. Since one library cannot afford all the available materials, it must employ a policy of selectivity. The ~~Library~~ Executive Director has the overall responsibility for the selection and development of the materials collection according to the principles established by the Materials Selection Policy and other approved policies and procedures. In practice, the responsibility for materials selection is shared with other staff.

Materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, social significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on the subject, availability elsewhere, and quality and suitability of format.

Fiction – The Library maintains a representative collection of novels and works of fiction to satisfy a wide range of tastes. Ideas of literary merit vary greatly with individuals. Therefore, the Library purchases fiction in many categories.

Non-Fiction – The Library attempts to provide a large general collection of reliable materials embracing the broader fields of knowledge. Legal and medical works will be selected to the extent that they are useful to the lay person.

Juvenile – Materials are selected to encourage children and families to discover the joy of reading. In order to meet the varied abilities and interests of children, the collection includes materials covering a wide range of knowledge and reading levels. The illustrations in books for young people are given as much critical attention as the literary quality of fiction.

Media – The Library recognizes its responsibility to provide access to information, cultural enrichment and recreation through as wide a variety of media as possible. Media is evaluated by the same criteria as printed materials. As new technologies are developed, the Library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

Digital Materials – Digital items such as ebooks and audiobooks shall be selected using the same criteria as printed materials as described above.

Online Databases – The Library makes available a variety of online resources purchased to supplement and enhance the Library's collection. These resources are evaluated on the basis of timeliness, ease of use, and ability to meet patrons' information needs.

Objects – A variety of objects will be added to the library's collection and made available to patrons. Objects ~~are~~ selected to allow patrons to experience new technology or ~~large~~ high-price items for which ~~they~~ patrons wouldn't ~~have~~ need for regular use. These objects are evaluated ~~based~~ on their benefit to the community ~~and patron demand, with the goal of increasing as well as the desire to increase~~ access to technology ~~or high-cost items that they~~ patrons wouldn't otherwise have. ~~Twenty first century literacy will be based more and more on people's knowledge and experience with new and emerging technology.~~

Per Carrie Wilson—"Objects" section edited for general clarity of language. The last sentence has been completely removed as it seems overly expository as well as obvious for the purposes of policy. "Library Director" has been changed to Executive Director in order to reflect KDL's role terminology.

KDL POLICY 1.2

GIFTS

LAST REVISED 2.22.19

Kent District Library may legally receive gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.). KDL accepts monetary gifts as well as certain gift materials that reflect the Library's strategic plan. Gifts must be unconditional and non- returnable to be used for the good of the Library System as a whole and housed in the most appropriate location. Gifts of money are acknowledged formally by the Kent District ~~Library~~ Executive Director and/or the Development Manager.

Gifts for the Collection

Gift materials to be added to the Kent District Library collection must meet the Library's needs and the general standards of selection, and be based on the Kent District Library Materials Selection Policy. Any large donations of materials which would comprise a unique or coherent collection would be subject to restrictions as determined by the Kent District Library Board of Trustees.

Gift materials not accepted into the Library collection may be disposed of at the staff's discretion. Gift materials accepted into the collection may be disposed of without notification to the donor. No monetary appraisal is made of materials donated for the collection. The quantity of gift materials may be acknowledged for tax purposes at the request of the donor.

Gifts of money, including memorial gifts, for the purchase of collection materials are accepted by the Library with the understanding that the Library retains the right to select materials it deems appropriate for the collection.

Other Gifts

Gifts other than collection materials are reported at their estimated fair market value at the time of donation and recorded according to Kent District Library's Fixed Assets Policy.

Although during the *First Reading* on 02/20/20 KDL Leadership requested this section be moved to Section 5 "Gifts", upon further discussion it was decided that this section would remain until Section 5 can be reviewed and presented in its entirety. Therefore, please accept KDL Policy 1.2 with changes as presented. "Library Director" has been changed to Executive Director in order to reflect KDL's role terminology.

KDL POLICY 1.3

INTELLECTUAL FREEDOM

LAST REVISED 2.22.19

Kent District Library supports the principles of intellectual freedom adopted by the American Library Association and stated in the Library Bill of Rights.

The Library assures equal access to all library resources by patrons within the constraints of Michigan law. Patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Parents or legal guardians have the right and the responsibility to restrict the access of their children to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians cannot assume the role of parents or the functions of parental authority.

KDL POLICY 1.4

COLLECTION MAINTENANCE

LAST REVISED 4.21.16

Kent District Library staff routinely evaluates the collection and removes materials in accordance with KDL's weeding guidelines. These materials include those that are worn out, out of date, no longer needed in the quantity originally purchased, no longer circulating, or in formats that have become obsolete.

KDL POLICY 1.5

REFERENCE & RESEARCH

LAST REVISED 2.22.19

Patrons' questions will receive courteous, prompt, and high-quality service responses with complete confidentiality.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. Staff may not evaluate or interpret the information provided nor may staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. Patrons will be advised to consult with a professional from the above listed fields for additional information or advice.

KDL POLICY 1.6

SHARED COLLECTION

LAST REVISED 1.19.18

Kent District Library offers a shared collection whereby most materials travel between all KDL Branches. This practice is necessary to offer patrons access to the full range of the KDL collection and for the efficient use of system-wide resources.

KDL POLICY 1.7

INTER-LIBRARY LOAN

LAST REVISED 3.17.11

Inter-library loan transactions, in which materials are made available from Kent District Library to another library outside of KDL (or vice versa), are an essential library service to patrons. Kent District Library agrees to participate in inter-library loan to and from other libraries. A fee may be charged for this service. Certain types of materials may not be available through inter-library loan.

Anne M. Seurnyck
P: 616.726.2240 F: 517.367.7196
ASeurnyck@fosterswift.com

Suite 200
1700 East Beltline, NE
Grand Rapids, MI 49525

February 28, 2020

Lance Werner
Director
Kent District Library
814 W River Center Drive Ne
Comstock Park, MI 49321

Re: Hourly Rate

Dear Lance:

Foster Swift Collins & Smith PC is grateful for our ongoing relationship with Kent District Library and other public sector clients. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

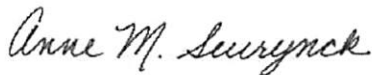
As part of our business plan, we periodically review our billing rates for our clients. Our current hourly billing rate for the Library of \$190 has not increased since 2007. Due to increased business expenses, however, we have found it necessary to adjust our hourly billing rate for the Library from \$190 to \$210 effective May 1, 2020. The hourly billing rate for employee benefit work will remain capped at \$250. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to the Library and other libraries throughout Michigan.

We value our client relationship with Kent District Library. We will continue to work as efficiently as possible while providing outstanding legal services.

We ask that you present the increased rate to your board and send a signed copy of this letter back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seurnyck

AGREED:

Kent District Library

By: _____
Signature

Name: _____
Please print name

Title: _____
Please print title

Date: _____, 2020



RESOLUTION

Foster Swift Billing Rate Amendment

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held via remote dial-in connection on April 16, 2020 at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, Foster Swift Collins & Smith PC currently bills the Library \$190 per hour and has not increased the hourly billing rate since 2007;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves and adopts the proposed Foster Swift Collins & Smith PC hourly billing rate attached hereto and made a part hereof.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 16th day of April, 2020.

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on April 16, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: April 16, 2020

Allie Bush Idema, KDL Board Secretary