

Kent
District
Library



-05-

BOARD OF TRUSTEES
MEETING PACKET

MAY 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, May 21, 2020 at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

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

4. LIAISON REPRESENTATIVE COMMENTS

5. PUBLIC COMMENTS**

6. FINANCE REPORTS – April 2020*

7. LAKELAND LIBRARY COOPERATIVE REPORT

8. DIRECTOR'S REPORT – April 2020

9. NEW BUSINESS

- A. Election of KDL Board Secretary*
- B. KDL Board Training Plan & Dates
- C. Strategic Plan 2021-2023: Tim Emmitt
- D. KDL Policy Manual – Section 2: Circulation—*First Reading*
- E. Issue Analysis: Datacenter Colocation *Roll Call Vote*
- F. Issue Analysis: Firewall *Roll Call Vote*
- G. Resolution: eRate *Roll Call Vote*
- H. Resolution: Second 2020 Budget Amendment *Roll Call Vote*

10. LIAISON REPRESENTATIVE COMMENTS

11. PUBLIC COMMENTS**

12. BOARD MEMBER COMMENTS

13. MEETING DATES

Next Regular Meeting: Thursday, June 18, 2020 – KDL Service & Meeting Center, 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

LOCATION

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

DATE + TIME

Thursday, April 16, 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, Jaci Cooper, Lindsey Dorfman, Sheri Glon, Randy Goble, Claire Horlings, Annette Miller, Kelaine Mish, Brian Mortimore, Laura Powers, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: Jan Schuiling

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:33 PM.

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.

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

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4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS** – Jan Schuiling gave the following update on the Alliance of Friends:

- So far, the Alliance of Friends has raised over \$24K for KDL's Summer Wonder.
- Of all donors, the Cascade and East Grand Rapids Alliance of Friends gave especially generous gifts of approximately \$10K each.
- The next meeting will be the first Wednesday of June. All are invited to come.

6. FINANCE REPORTS – February & March 2020*

- The Director of Finance gave a brief overview of the 2020 year-to-date financials.
- Cash appears to be up \$2M over the previous year.
- KDL is 25% through the fiscal year, has received 86.6% of budgeted annual revenues and has spent 21.2% of budgeted expenditures.
- In March, KDL received the first half of the Talking Book & Braille Center (TBBC) State Aid.
- The largest checks written for the month of March was to CDW Government, Inc. in the amount of \$176,785 for the scheduled quadrant technology refresh and TerHorst & Rinzema Construction Co. in the amount of \$117,630 for the Bookmobile garage addition.
- The voided check report included one check for an event that ended up being canceled.
- The state of Michigan has extended the regular deadline for the annual audit report. KDL's Finance team will still begin auditing the week of April 27, but will be scheduling for the extension to account for any unanticipated workflow interruptions.

Motion: Ms. Weller moved to receive and file February & March 2020 finance reports as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

7. LAKELAND LIBRARY COOPERATIVE REPORT

There were no LLC meetings in February and March. Ms. Bruursema gave an update on the following items regularly discussed through weekly LLC Zoom meetings:

- Library systems and committees are still meeting remotely to address various issues.
- There will be no minutes for March or April meetings as these were cancelled.
- Patrons and employees alike are anxiously awaiting renewed access to the library.

8. DIRECTOR'S REPORT – February & March 2020

- Director Werner took a moment to praise the great work that all KDL staff have put in during Governor Whitmer's Stay-at-Home order, emphasizing that KDL is fortunate to employ such a diverse group of passionate individuals. Specifically, Director Werner also thanked the leadership team for their willingness to remain flexible and work through the challenges of this unprecedented time.
- KDL is still working on the 2021-2023 Strategic Plan, as well as the Equity, Diversity and Inclusion (EDI), even though things have slowed down considerably due to COVID-19.
- KDL is currently working on a reopening plan for late spring in cooperation with the Kent County Health Department and CDC. Some ideas being considered shortened hours and

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compressed employee schedules, limiting the number of people in the building at one time and curbside pickup. The Library's number one priority is safety.

- There are currently no reported cases of COVID-19 amongst any KDL employees.
- Director Werner thanked the board for their continued encouragement and support.

Claire Horlings gave the following update on Fund Development:

- As of the date of this meeting, total donations (along with pledges) received from the Alliance of Friends and other Friends Groups equals approximately \$24,300. KDL thanks the Friends Groups and the Alliance of Friends for their support. Special thanks to the Cascade Friends and EGR Friends for their generous lead gifts, and also to Jan Schuiling and Dave Padula for all of their hard work.
- The Library's request for \$15K from the Consumers Energy Grant was not awarded. Although KDL has been awarded this grant in the past, the foundation indicated that at this time resources are being directed to other critical needs in the state.
- The Library recently submitted an application for a \$15K PNC Foundation grant and currently awaits reply.
- Literary Libations has garnered approximately \$19.8K in sponsorships with an approximate pledge total of \$19K so far. KDL is currently considering a contingency plan for the Gala if it doesn't take place due to social distancing.
- Fundraising during COVID-19: Stewardship is key. KDL acknowledges that donors will have to likely prioritize their giving at this time; thus, resources and donations may be impacted.
- April 19-25 is National Library Week. This is a perfect opportunity to remind the public why libraries are so important, especially during this pandemic, when so many are experiencing economic hardship and social isolation.

The Board asked questions of staff and staff responded.

9. NEW BUSINESS

A. KDL Policy Manual – Section 1: Collection and Reference—*Second Reading*

Per Carrie Wilson: Small changes were made to the text for clarity and consistency.

Motion: Mr. Myers moved to approve the proposed changes to the KDL Policy Manual as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

B. Resolution: Billing Rate for Foster Swift Legal Services

Roll Call Vote

Motion: Ms. Gilreath-Watts moved to approve the increased billing rate for Foster Swift Legal Services as presented.

Support: Supported by Ms. Weller.

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.

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10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** Jan Schuiling thanked KDL for their work during this time.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema wished to thank each and every person for their work during this time of closure. In light of Board Secretary Allie Bush Idema’s June 1 resignation from KDL’s Board of Trustees, Ms. Bruursema wished Ms. Idema “nothing but the best” and expressed hope that she would serve on the board again in the future, should an opportunity arise. In closing, Ms. Bruursema thanked Director Werner for his leadership and wisdom during this time.

Mr. Erlewein – Mr. Erlewein thanked KDL leadership and staff for doing such a great job during the COVID-19 shutdown. He added that KDL’s online webinar, “The Future of Work,” was especially interesting under the circumstances and encouraged everyone to participate in future sessions.

Ms. Gilreath-Watts – As a teacher, Ms. Gilreath-Watts is especially proud of KDL’s efforts to support the community and finds it a testament to the leadership and kindness of the workers. On March 8, Ms. Gilreath-Watts attended a Sunday Afternoon LIVE! at the Cascade Branch. She was in awe of the library’s ability to host such an event and hopes to see more like it in the near future.

Ms. Idema – For Ms. Idema, it has been a joy to serve on KDL’s Board of Trustees and witness the library’s response to crisis. Unfortunately, as of June 1, 2020, Ms. Idema will be resigning from the Board of Trustees as her family is moving to a home outside of the region she represents. She has learned so much during her time on the board and is sad to go.

Mr. Myers – Mr. Myers remarked that the entire KDL staff and leadership team make him so proud to be a member of this Board of Trustees.

Mr. Noreen – Mr. Noreen is also proud to be a part of KDL. Especially during quarantine, his entire family has been an avid consumer of KDL materials. He thanked Ms. Idema for her time and service on the board.

Ms. Oliver – Ms. Oliver is proud to be part of an organization that takes such good care of its staff, emotionally and financially during these hardships. She is excited to see so many new ideas being generated during this time of crisis and is especially excited to see so many people in the community completing the Winter Reading Challenge.

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Ms. Weller – Ms. Weller is proud of KDL during this time and has enjoyed receiving positive feedback from satisfied patrons in regards to online storytimes and other programming. She is grateful to KDL's leadership team for encouraging things like this to happen.

13. MEETING DATES

Regular Meeting: Thursday, May 21, 2020 via remote dial-in connection.

14. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 5:35 PM.

Support: Supported by Ms. Gilreath-Watts.

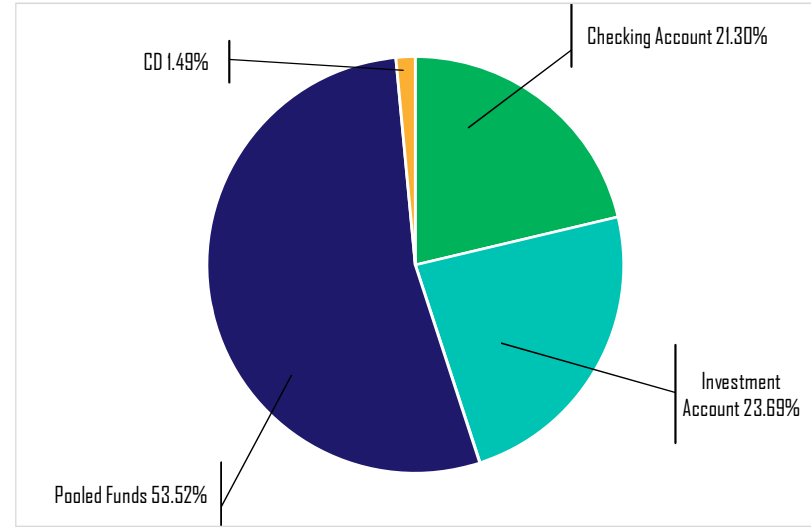
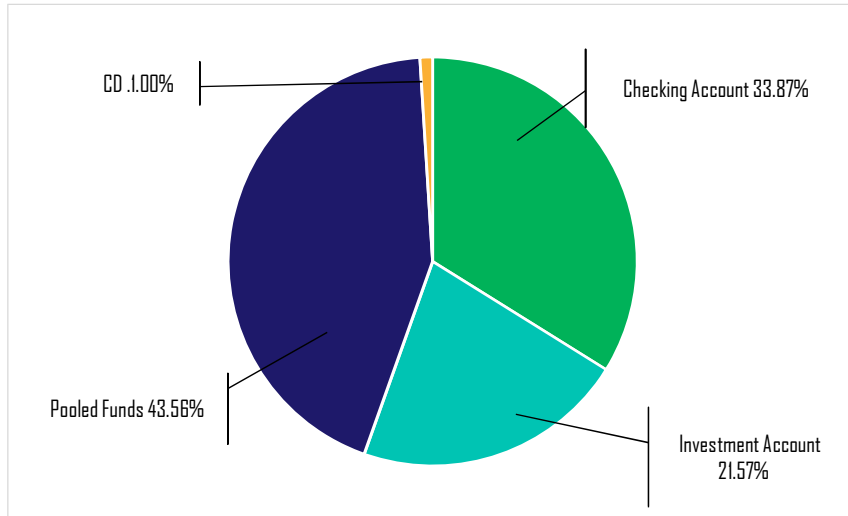
RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Monthly Cash Position Per Bank Month ended April 30



2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$9,225,069.69
Huntington Investment Account	0.099%	\$5,876,345.58
*Kent County Pooled Funds	1.700%	\$11,867,134.36
First National Bank	2.580%	\$272,130.47
		<u>\$27,240,680.10</u>

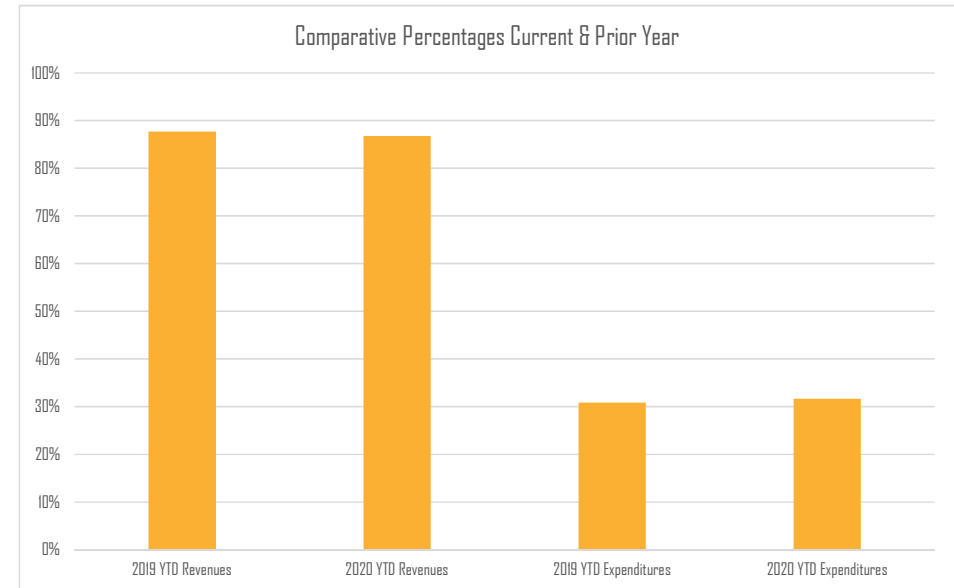
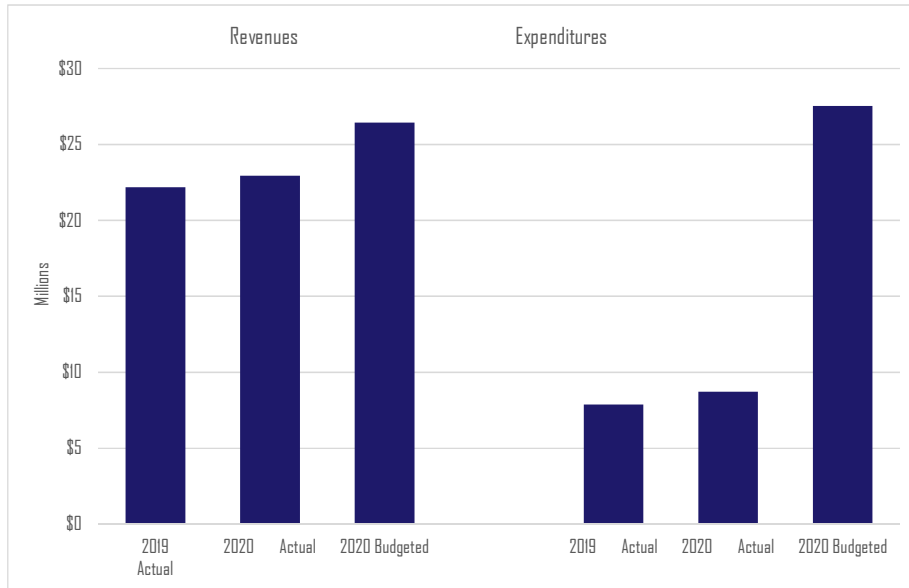
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$3,797,631.39
Huntington Investment Account	1.510%	\$4,224,878.24
*Kent County Pooled Funds	2.229%	\$9,543,986.54
First National Bank	2.030%	\$265,674.95
		<u>\$17,832,171.12</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended April 30



Budget to Actual with Prior Year Comparison

Revenues

2019 Actual	\$	22,187,460
2020 Actual	\$	22,957,215
2020 Budgeted	\$	26,447,698

Expenditures

2019 Actual	\$	7,885,659
2020 Actual	\$	8,732,784
2020 Budgeted	\$	27,548,552

Comparative Percentages Current & Prior Year

Account

Account	Amount
2019 YTD Revenues	87.8%
2020 YTD Revenues	86.8%
2019 YTD Expenditures	30.9%
2020 YTD Expenditures	31.7%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2020 Through 4/30/2020
(In Whole Numbers)

	YTD Actual	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	22,583,730	23,331,338	(747,609)	(3)%
Penal Fines	0	795,000	(795,000)	(100)%
Charges for Services	35,962	138,000	(102,038)	(74)%
Interest Income	70,620	302,500	(231,880)	(77)%
Public Donations	98,960	437,020	(338,060)	(77)%
Other Revenue	147,408	549,700	(402,292)	(73)%
State Sources	20,536	894,140	(873,604)	(98)%
Total Revenues	<u>22,957,215</u>	<u>26,447,698</u>	<u>(3,490,484)</u>	<u>(13)%</u>
Expenditures				
Salaries and Wages	3,713,072	12,666,513	8,953,441	71 %
Employee Benefits	1,309,770	3,927,954	2,618,184	67 %
Collections - Digital	1,127,581	1,849,223	721,642	39 %
Collections - Physical	426,400	2,173,390	1,746,990	80 %
Supplies	262,486	970,578	708,092	73 %
Contractual and Professional Services	506,890	1,520,083	1,013,193	67 %
Programming and Outreach	65,416	327,453	262,037	80 %
Maintenance and Utilities	722,237	1,998,906	1,276,669	64 %
Staff Development	90,080	371,025	280,945	76 %
Board Development	0	25,280	25,280	100 %
Other Expenditures	277,887	963,296	685,409	71 %
Capital Outlay	230,964	754,852	523,888	69 %
Total Expenditures	<u>8,732,784</u>	<u>27,548,552</u>	<u>18,815,768</u>	<u>68 %</u>
Excess Revenue Over (Under) Expenditures	<u>14,224,431</u>	<u>(1,100,854)</u>	<u>15,325,285</u>	<u>(1,392)%</u>

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 4/1/2020 Through 4/30/2020
(In Whole Numbers)

YTD Actual

Expenditures	
Salaries and Wages	2,080
Employee Benefits	520
Maintenance and Utilities	400
Other Expenditures	1,876
Total Expenditures	4,876
Excess Revenue Over (Under) Expenditures	(4,876)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2020 Through 4/30/2020
(In Whole Numbers)

	YTD Ending April 30, 2019	YTD Ending April 30, 2020	Total Variance
Revenues			
Property Taxes	21,633,228	22,583,730	950,502
Charges for Services	89,167	35,962	(53,205)
Interest Income	62,011	70,620	8,609
Public Donations	99,441	98,960	(481)
Other Revenue	283,078	147,408	(135,669)
State Sources	20,536	20,536	0
Total Revenues	22,187,460	22,957,215	769,755
Expenditures			
Salaries and Wages	3,299,970	3,713,072	413,102
Employee Benefits	1,222,650	1,309,770	87,121
Collections - Digital	896,470	1,127,581	231,111
Collections - Physical	747,642	426,400	(321,241)
Supplies	125,136	262,486	137,350
Contractual and Professional Services	547,754	506,890	(40,864)
Programming and Outreach	58,471	65,416	6,945
Maintenance and Utilities	679,776	722,237	42,462
Staff Development	39,633	90,080	50,447
Board Development	10	0	(10)
Other Expenditures	264,974	277,887	12,914
Capital Outlay	3,175	230,964	227,789
Total Expenditures	7,885,659	8,732,784	847,125
Excess Revenue Over (Under) Expenditures	14,301,801	14,224,431	(77,370)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2020 Through 4/30/2020
(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	3,553	22,455,773	23,128,111	(672,338)	(3)%
4412 Delinquent personal property taxes	165	3,370	25,000	(21,630)	(87)%
4432 DNR - PILT	0	14,788	14,000	788	6 %
4437 Industrial facilities taxes	0	109,799	164,227	(54,429)	(33)%
Total Property Taxes	3,718	22,583,730	23,331,338	(747,609)	(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	4,257	24,076	100,000	(75,924)	(76)%
4660 Other Patron Fees	113	1,405	5,000	(3,595)	(72)%
4685 Materials replacement charges	509	10,480	33,000	(22,520)	(68)%
Total Charges for Services	4,880	35,962	138,000	(102,038)	(74)%
Interest Income					
4664 Interest Earned on Restricted Investments	81	266	0	266	0 %
4665 Interest earned on deposits and investments	17,434	68,970	300,000	(231,030)	(77)%
4666 Interest Earned - Property Taxes	85	1,384	2,500	(1,116)	(45)%
Total Interest Income	17,600	70,620	302,500	(231,880)	(77)%
Public Donations					
4673 Restricted donations	17,469	91,304	157,020	(65,716)	(42)%
4674 Unrestricted donations	2,660	7,656	280,000	(272,344)	(97)%
Total Public Donations	20,129	98,960	437,020	(338,060)	(77)%
Other Revenue					
4502 Universal Service Fund - eRate	0	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	1,000	1,459	4,500	(3,041)	(68)%
4676 Reimbursement of expenditures	0	1	0	1	0 %
4686 Sale of Equipment	0	95	0	95	0 %
4688 Miscellaneous	125	738	0	738	0 %
Total Other Revenue	1,125	147,408	549,700	(402,292)	(73)%
State Sources					
4540 State Aid	0	0	314,067	(314,067)	(100)%
4541 State aid - LBPH/TBBC	0	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	0	20,536	894,140	(873,604)	(98)%
Total Revenues	47,451	22,957,215	26,447,698	(3,490,484)	(13)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	0	510	3,720	3,210	86 %
5706 Extra duty stipends	650	1,800	6,500	4,700	72 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2020 Through 4/30/2020
(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)	(2,080)	0	2,080	0 %
5713	Salary & Wages	1,299,001	3,712,842	12,656,293	8,943,451	71 %
	Total Salaries and Wages	1,299,131	3,713,072	12,666,513	8,953,441	71 %
	Employee Benefits					
5709	FICA	96,381	275,356	963,936	688,579	71 %
5717	Defined Contribution Pension Plan Contributions	48,047	141,012	688,178	547,166	80 %
5718	Employee Health Benefits	548,892	502,948	1,640,731	1,137,783	69 %
5720	HSA/Flex	0	349,200	389,820	40,620	10 %
5723	Retiree Health Care OPEB	1,842	600	1,800	1,200	67 %
5724	Life Insurance	2,290	8,929	29,798	20,869	70 %
5725	Additional Life Insurance	0	6,486	25,934	19,448	75 %
5727	Gradifi Student Loan Assistance	0	16,275	148,283	132,008	89 %
5728	YMCA Membership Support	0	300	15,480	15,180	98 %
5730	Other Employee Benefits	1,830	9,184	13,994	4,810	34 %
5735	Contra Employee Benefits - Consulting Admin	(130)	(520)	0	520	0 %
5842	Unemployment Claims	0	0	10,000	10,000	100 %
	Total Employee Benefits	699,152	1,309,770	3,927,954	2,618,184	67 %
	Collections - Digital					
5785	Cloud Library	382,000	639,188	1,218,000	578,813	48 %
5786	Hoopla	92,000	172,000	252,000	80,000	32 %
5787	Digital Collection	0	107,650	118,635	10,985	9 %
5788	Miscellaneous Electronic Access	47,327	208,743	260,588	51,845	20 %
	Total Collections - Digital	521,327	1,127,581	1,849,223	721,642	39 %
	Collections - Physical					
5791	Subscriptions	679	69,424	74,460	5,036	7 %
5815	KDL Cruisers	0	0	29,000	29,000	100 %
5871	Branch Local Materials - Restricted Donation Expenditures	0	1,392	13,050	11,658	89 %
5982	Collection Materials - Depreciable	1,737	246,648	1,297,175	1,050,527	81 %
5983	CD/DVD Collection Materials - Non-Depreciable	2,443	83,435	603,000	519,565	86 %
5984	Beyond Books Collection - Non-Depreciable	6,638	25,501	156,705	131,204	84 %
	Total Collections - Physical	11,498	426,400	2,173,390	1,746,990	80 %
	Supplies					
5750	Processing Supplies	232	19,116	173,311	154,195	89 %
5751	Office Supplies	946	10,283	52,833	42,550	81 %
5752	Paper	809	4,116	27,122	23,006	85 %
5753	AV Supplies	0	1,703	17,025	15,322	91 %
5754	Disposable Technology <\$1000	(201)	182,350	351,684	169,334	48 %
5755	Maintenance Supplies - Custodial	2,046	3,553	11,841	8,288	71 %
5756	Water Cooler	341	896	7,450	6,554	88 %
5757	Meeting Center Supplies	58	595	4,000	3,405	85 %
5760	Technology Accessories	1,666	3,575	23,072	19,497	85 %
5764	All-staff Supplies	0	0	30,000	30,000	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2020 Through 4/30/2020
(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	0	1,865	1,500	(365)	(24)%
5767	New EE Shirts/Tote Bags	0	1,056	7,000	5,944	85 %
5768	Promotions Supplies	751	6,232	33,235	27,003	81 %
5769	Service Awards	98	98	700	602	86 %
5770	Other Awards/Prizes	685	15,882	130,335	114,453	88 %
5771	Non-Alcoholic Beverages	132	835	12,660	11,825	93 %
5790	Books (not for circulation)	0	0	9,920	9,920	100 %
5799	Miscellaneous Supplies	2,181	4,392	18,358	13,966	76 %
5851	Mail/Postage	863	2,343	9,291	6,948	75 %
5900	Copier/Printer Overage Charges	0	3,598	48,741	45,143	93 %
	Total Supplies	10,605	262,486	970,578	708,092	73 %
	Contractual and Professional Services					
5792	Software	3,725	253,671	457,109	203,438	45 %
5801	Professional Services	0	8,513	187,200	178,688	95 %
5803	IT Consultant - Consulting Svcs.	937	4,085	47,000	42,915	91 %
5804	Other Consultants	5,700	29,593	39,850	10,258	26 %
5805	Audit Services	0	0	27,100	27,100	100 %
5806	Legal Services	437	9,253	49,500	40,247	81 %
5809	Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811	IT Contracted Services	4,067	4,044	75,000	70,956	95 %
5812	HR Contracted Services	0	93	3,000	2,907	97 %
5813	Delivery Services	0	31,218	146,027	114,809	79 %
5814	Security Services	3,167	10,164	52,162	41,998	81 %
5817	Lakeland Library Co-op services	1,067	2,133	4,000	1,867	47 %
5818	Shredding services	0	0	575	575	100 %
5819	Drug Screenings/background checks	0	60	3,500	3,440	98 %
5823	Inspection Services	0	912	3,200	2,288	72 %
5825	Team KDL Services	0	0	12,500	12,500	100 %
5827	Catering	942	1,815	31,425	29,610	94 %
5829	Custodial/cleaning services	0	1,419	18,500	17,081	92 %
5830	Other Contracted Services	325	10,563	67,893	57,330	84 %
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)	0	350	6,630	6,280	95 %
5890	ILS Fees	833	100,075	167,773	67,698	40 %
5891	Licenses and Fees	0	4,238	4,400	162	4 %
5893	Marc Records License	0	1,001	7,500	6,499	87 %
5956	Other Benefits Administration Fees	4,156	12,810	15,030	2,220	15 %
5957	Pension Administration Fees	1,513	1,513	6,600	5,087	77 %
5958	Payroll processing fees	2,831	15,596	37,000	21,404	58 %
5960	Banking Fees	0	631	4,150	3,519	85 %
5961	TSYS/Credit Card Fees	288	2,029	23,033	21,004	91 %
	Total Contractual and Professional Services	29,988	506,890	1,520,083	1,013,193	67 %
	Programming and Outreach					
5794	Outreach Supplies	230	1,864	29,782	27,918	94 %
5795	Programming Supplies	2,510	18,311	105,150	86,839	83 %
5865	Programming Services	4,242	12,390	44,206	31,816	72 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2020 Through 4/30/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5885	Speakers/Performers	5,700	32,362	146,955	114,593	78 %
5950	Airport Free Library	0	488	1,360	872	64 %
	Total Programming and Outreach	12,683	65,416	327,453	262,037	80 %
	Maintenance and Utilities					
5822	Maintenance Contracts	0	1,360	6,600	5,240	79 %
5848	Mobile Hotspots	1,280	4,007	14,040	10,033	71 %
5849	Cell Phones/ Stipends	2,363	7,943	34,161	26,218	77 %
5850	Telephones	2,273	9,708	50,953	41,245	81 %
5852	Internet/Telecomm Services	51,708	207,962	649,122	441,160	68 %
5918	Water/Sewer	0	463	3,800	3,337	88 %
5919	Waste Disposal	421	1,571	5,500	3,929	71 %
5920	Electric	4,388	10,198	78,000	67,802	87 %
5921	Natural Gas	1,340	2,619	17,000	14,381	85 %
5925	Snowplowing	0	6,429	20,000	13,571	68 %
5926	Lawn/Landscaping	503	503	4,200	3,697	88 %
5928	Branch Maintenance Fees	96,189	192,378	405,282	212,904	53 %
5929	Land Repair and Maintenance	0	306	4,200	3,894	93 %
5930	Building Repair and Maintenance	2,162	4,605	31,600	26,995	85 %
5931	Equipment Repair and Maintenance	0	2,191	33,777	31,586	94 %
5932	Vehicle Repairs and Maintenance	711	1,321	17,040	15,719	92 %
5933	Software & IT Hardware Maintenance Agreements	4,186	117,573	391,820	274,247	70 %
5934	Other Repair and Maintenance	0	0	2,250	2,250	100 %
5940	Rentals	97,209	149,517	161,775	12,258	8 %
5941	Printer/Copier Leases	0	1,983	67,787	65,804	97 %
5943	Contra Maintenance & Utilities - Consulting Admin	(100)	(400)	0	400	0 %
	Total Maintenance and Utilities	264,633	722,237	1,998,906	1,276,669	64 %
	Staff Development					
5910	Professional Development	3,751	14,672	107,769	93,097	86 %
5911	Conferences	(593)	22,098	60,060	37,962	63 %
5913	Travel/Lodging	28,425	53,310	203,196	149,886	74 %
	Total Staff Development	31,583	90,080	371,025	280,945	76 %
	Board Development					
5908	Board Development	(125)	0	4,700	4,700	100 %
5909	Board Travel/Lodging	0	0	20,580	20,580	100 %
	Total Board Development	(125)	0	25,280	25,280	100 %
	Other Expenditures					
5759	Gas, Oil, Grease	184	940	15,500	14,560	94 %
5860	Parking	398	496	7,710	7,214	94 %
5861	Mileage Reimbursement	1,381	6,983	71,122	64,139	90 %
5870	Branch Local Misc - Restricted Donation Expenditures	2,615	24,015	143,970	119,955	83 %
5873	Website	4,350	28,168	203,685	175,517	86 %
5874	Employment Advertising	0	0	1,000	1,000	100 %
5875	System Advertising	756	17,147	135,820	118,673	87 %
5879	Branch Advertising	0	38	4,040	4,003	99 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2020 Through 4/30/2020
(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)	700	1,599	11,500	9,901	86 %
5901	Outsourced Printing & Publishing	4,182	8,811	53,500	44,689	84 %
5906	Promotions/Marketing	0	1,790	9,145	7,355	80 %
5912	Meetings	471	3,380	24,875	21,495	86 %
5915	Memberships	2,671	43,846	61,237	17,391	28 %
5916	Dues and Fees	310	2,538	6,727	4,189	62 %
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	0	9,957	11,610	1,653	14 %
5939	Workers Compensation Insurance	0	35,912	48,000	12,088	25 %
5955	Miscellaneous	90	113	16,415	16,302	99 %
5959	Sales Taxes	1	2	500	498	100 %
5964	Property Tax Reimbursement	3,242	24,855	49,000	24,145	49 %
5965	MEL Return Items	0	541	3,000	2,459	82 %
	Total Other Expenditures	21,350	277,887	963,296	685,409	71 %
	Capital Outlay					
5975	Building Improvements - Non-Depreciable	72	72	0	(72)	0 %
5976	Building Improvements - Depreciable	0	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)	826	2,473	30,645	28,172	92 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	5,100	5,100	100 %
	Total Capital Outlay	898	230,964	754,852	523,888	69 %
	Total Expenditures	2,902,722	8,732,784	27,548,552	18,815,768	68 %
	Excess Revenue Over (Under) Expenditures	(2,855,271)	14,224,431	(1,100,854)	15,325,285	(1,392)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2020 Through 4/30/2020

Check Number	Vendor Name	Check Amount	Check Date
79317	Overdrive, Inc	300,000.00	4/20/2020
79270	Hitachi Capital America Corp / Bibliotheca Credit	144,868.07	4/20/2020
200490000896	Priority Health	127,160.22	4/2/2020
200780000816	Priority Health	126,178.11	4/2/2020
200310000479	Priority Health	123,470.07	4/1/2020
200310000478	Priority Health	122,905.93	4/1/2020
79311	Midwest Tape	92,000.00	4/20/2020
4152020	The Huntington Bank - Michigan	58,885.91	4/15/2020
03192020	The Huntington Bank - Michigan	57,612.04	4/1/2020
79290	Everstream Holding LLC- Michigan	49,317.74	4/20/2020
79180	Baker & Taylor	28,892.05	4/1/2020
79216	Ingram Library Services Llc	18,876.46	4/1/2020
M0136542083	American Heritage Life Insurance Company / Allstate Benefits	16,942.06	4/9/2020
M0136542114	American Heritage Life Insurance Company / Allstate Benefits	16,579.44	4/29/2020
79285	Comerica Bank	15,630.78	4/20/2020
79241	Midwest Tape	15,419.74	4/1/2020
79284	City Of Wyoming - Treasurer's Office	15,385.13	4/20/2020
79281	City Of Kentwood Treasurer	15,361.88	4/20/2020
79279	City Of East Grand Rapids	10,106.25	4/20/2020
79319	Plainfield Charter Township	9,424.13	4/20/2020
79225	Kent County Treasurer-Mi Tax Tribunal Refunds	8,854.06	4/1/2020
79275	Cascade Charter Township	8,217.38	4/20/2020
9849524868	Verizon Wireless - MiFy Routers & Cell phones	6,777.14	4/3/2020
79280	City Of Grandville	6,750.00	4/20/2020
79165	Accident Fund	6,436.00	4/1/2020
79249	Same Day Delivery, Inc	5,951.00	4/1/2020
79274	Caledonia Township	5,799.00	4/20/2020
79191	Comerica Bank	5,790.81	4/1/2020
79338	UAW Local 2600	5,255.81	4/20/2020
79342	World Affairs Council Of Western Michigan	5,000.00	4/20/2020
79273	Byron Township	4,728.75	4/20/2020
79295	Hannah Berry / Lions & Rabbits LLC	4,550.00	4/20/2020
79246	Pam Spring Advertising, Llc	4,512.00	4/1/2020
79332	Staples Business Advantage	4,438.90	4/20/2020
79299	Ingram Library Services Llc	4,311.89	4/20/2020
79201	Governmental Consultant Services Inc.	4,000.00	4/1/2020
79294	Governmental Consultant Services Inc.	4,000.00	4/20/2020
79320	PLIC - SBD Grand Island	3,915.91	4/20/2020
79292	Gaines Charter Township	3,472.50	4/20/2020
79283	City Of Rockford	3,208.13	4/20/2020
206434469330	Consumers Energy	3,204.50	4/3/2020
79169	Allen McAvoy / Atomic Sound LLC	3,000.00	4/1/2020
79316	Nelson Township	2,957.25	4/20/2020
79282	City Of Lowell	2,902.88	4/20/2020
79247	Penworthy Co.	2,874.72	4/1/2020
79341	Walker City Treasurer	2,850.00	4/20/2020
79301	IP Consulting, Inc.	2,668.75	4/20/2020
79259	Thomas Klise/Crimson Multimedia	2,580.00	4/1/2020
AP-9849524867	Verizon Wireless - MiFy Routers & Cell phones	2,543.74	4/3/2020
79168	All Season Lawn Care	2,538.00	4/1/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2020 Through 4/30/2020

Check Number	Vendor Name	Check Amount	Check Date
79183	Bold Zebras, LLC / PowerApps911	2,520.00	4/1/2020
79184	The Lillie Labor Law Firm P.C.	2,353.80	4/1/2020
79255	Staples Business Advantage	2,271.34	4/1/2020
INV00790499	Paycor, Inc.	2,255.18	4/17/2020
79233	Michigan Office Solutions (MOS)	2,110.29	4/1/2020
79272	Bowne Township	2,052.00	4/20/2020
79261	UAW Local 2600	2,036.89	4/1/2020
79289	Escape Rooms On The Go LLC	2,000.00	4/20/2020
79248	Recorded Books, Inc.	1,970.74	4/1/2020
79328	Springshare Llc	1,865.00	4/20/2020
79267	Advanced Benefit Solutions, Inc / 44 North	1,858.00	4/20/2020
79297	Hodges Coaching LLC	1,800.00	4/20/2020
79302	James Steele Foerch	1,800.00	4/20/2020
463392	123.Net, Inc	1,724.00	4/7/2020
79287	Darius Quinn / Quinn Consulting Services	1,700.00	4/20/2020
79335	TerHorst & Rinzema Construction Co.	1,633.00	4/20/2020
79260	Troost Service Company	1,600.00	4/1/2020
79182	Blackstone Audio Inc	1,515.26	4/1/2020
79307	Kushner & Company Inc	1,512.52	4/20/2020
79223	Kellogg & Sovereign Consulting, Llc	1,500.00	4/1/2020
79203	Grand Rapids Chamber of Commerce Capital Campaign	1,500.00	4/1/2020
79197	Findaway World, Llc	1,372.77	4/1/2020
0020326757-0220	Dte Energy	1,340.19	4/2/2020
79300	Interpersonal Frequency	1,268.75	4/20/2020
79326	Sommer Jabbar	1,200.00	4/20/2020
205722745647	Consumers Energy	1,183.91	4/8/2020
79199	Cengage Learning	1,150.64	4/1/2020
79226	Kent County Treasurer	1,132.20	4/1/2020
79268	Alpine Township	1,127.63	4/20/2020
79310	Louise Edison	1,100.00	4/20/2020
79337	Tyrone Township	1,096.13	4/20/2020
79308	Lakeland Library Cooperative	1,066.50	4/20/2020
79321	Presidio Networked Solutions Group, Llc	937.25	4/20/2020
79256	Stealth Pest Management	912.00	4/1/2020
79323	Robin Darling	900.00	4/20/2020
79192	DearReader.Com LLC	875.00	4/1/2020
79244	Nationwide	826.60	4/1/2020
79315	Nationwide	826.60	4/20/2020
79278	Chelsea Holley	825.00	4/20/2020
79327	Spencer Township	750.00	4/20/2020
79193	Edc Educational Services	703.58	4/1/2020
79309	Lewis Paper	699.84	4/20/2020
79262	Unique	656.12	4/1/2020
79166	ACP Entertainment, Inc.	650.00	4/1/2020
79195	Engineered Protection Systems Inc	621.00	4/1/2020
79242	Mlive Media Group	577.48	4/1/2020
INV00733924	Paycor, Inc.	575.75	4/3/2020
79231	Louise Edison	550.00	4/1/2020
79229	Lewis Paper	532.70	4/1/2020
79277	Celebration Cinemas	500.00	4/20/2020
79202	Grand Rapids Building Services	488.75	4/1/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2020 Through 4/30/2020

Check Number	Vendor Name	Check Amount	Check Date
79271	Blackstone Audio Inc	484.90	4/20/2020
79269	Baker & Taylor	478.30	4/20/2020
79318	Pam Spring Advertising, Llc	475.00	4/20/2020
79257	Superior Business Solutions	447.57	4/1/2020
79286	Comprenew	420.50	4/20/2020
79303	Jerry Berg / Berg History LLC	400.00	4/20/2020
2720709	Delta Dental Of Michigan	397.60	4/13/2020
79167	Adam Flynn	335.20	4/1/2020
79306	Kurt Stevens	335.20	4/20/2020
79250	Sarah Ryder / The Hammock LLC	330.00	4/1/2020
79339	Unique	325.07	4/20/2020
79228	Legal Shield	310.00	4/1/2020
79251	Schepers, Inc.	306.00	4/1/2020
79333	State Of Michigan	300.00	4/20/2020
79200	Gfoa- Government Finance Officers Association	280.00	4/1/2020
79266	Absopure Water Company	266.85	4/20/2020
79181	Bayscan Technologies	258.83	4/1/2020
79324	Rotary Club Of Grand Rapids	250.00	4/20/2020
79305	Joyanne Huston-Swanson	237.50	4/20/2020
79189	Comcast Cable	215.56	4/1/2020
79313	Mlive Media Group	208.99	4/20/2020
79218	Jacqueline Venegas	200.00	4/1/2020
79219	James Spalink	200.00	4/1/2020
79185	Cara Lieurance	200.00	4/1/2020
79265	YMCA of Greater Grand Rapids	200.00	4/1/2020
79336	Thomson Reuters- West Publishing Corp.	196.00	4/20/2020
012947	Medtipster.com, LLC.	194.12	4/14/2020
79314	Morneau Shepell Limited	193.61	4/20/2020
79288	Engineered Protection Systems Inc	192.50	4/20/2020
79187	Center Point Publishing	184.56	4/1/2020
79264	Wolverine Printing Company	179.10	4/1/2020
79163	Aaron Thomas	171.09	4/1/2020
79194	Employee Assistance Center (EAC)	170.00	4/1/2020
79296	Heart Of West Michigan United Way	160.00	4/20/2020
79276	Cedar Springs Theatre Association	156.00	4/20/2020
79304	Joshua Bernstein	131.12	4/20/2020
79196	Federal Armored Truck, Inc	125.30	4/1/2020
79190	Comcast Cable	124.90	4/1/2020
79170	Andrews University	120.00	4/1/2020
79204	Grand Rapids Public Library	116.45	4/1/2020
79291	Foster, Swift, Collins & Smith, P.C.	114.00	4/20/2020
79222	Kalamazoo Sanitary Supply / KSS Enterprises	103.48	4/1/2020
79205	Gregory Foster	100.00	4/1/2020
79221	Julie Ralston	97.85	4/1/2020
79217	Jaci Cooper	96.11	4/1/2020
79198	Foster, Swift, Collins & Smith, P.C.	95.00	4/1/2020
79334	TASC	94.02	4/20/2020
79164	Absopure Water Company	87.80	4/1/2020
79293	Genius Phone Repair	85.49	4/20/2020
79312	MLA- Michigan Library Association	85.00	4/20/2020
9849564536	Verizon Wireless - MiFy Routers & Cell phones	83.08	4/3/2020
79258	Tammy Schneider	81.84	4/1/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2020 Through 4/30/2020

Check Number	Vendor Name	Check Amount	Check Date
79206	Heart Of West Michigan United Way	80.00	4/1/2020
79227	Lance Werner	76.75	4/1/2020
79232	Macomb Community College	75.00	4/1/2020
79322	Randy Burson II	63.59	4/20/2020
79325	SofterWare, Inc.	59.00	4/20/2020
79186	Carrie Wilson	53.33	4/1/2020
79173	Anna Small Roseboro	50.00	4/1/2020
79243	Nahshon Cook-Nelson	50.00	4/1/2020
191512	TelNet Worldwide, Inc.	47.70	4/23/2020
79171	Angela Culp	36.47	4/1/2020
79224	Kelly Versluis	35.00	4/1/2020
79172	Angela Deckard	30.00	4/1/2020
79340	Walgreen Co	30.00	4/20/2020
79188	City of Southfield	29.00	4/1/2020
79230	Lindsey Dorfman	22.62	4/1/2020
79263	White Pine District Library	16.95	4/1/2020
79220	Jennifer Zeilbeck	9.94	4/1/2020
79245	Niles District Library	6.99	4/1/2020
3152020	The Huntington Bank - Michigan	(57,612.04)	4/30/2020
Report Total		1,519,691.33	

Kent District Library
Check/Voucher Register - Voided Checks
From 4/1/2020 Through 4/30/2020

Check Number	Vendor Name	Check Amount	Check Date
79302	James Steele Foerch	(1,800.00)	4/30/2020
Report Total		(1,800.00)	



APRIL DIRECTOR'S REPORT

Throughout the COVID-19 crisis, KDL staff have really stepped up to stay connected with patrons and provide virtual programming during the shutdown. This month we asked managers to summarize what their team is working on and how they are working “together” and engaging with patrons during the COVID-19 shutdown.

ALPINE, TYRONE & WALKER

At the Alpine Township Branch, Youth Paraprofessional Anne Bartsch has taken the lead in team efforts to stay connected via Facebook, along with fellow Youth Paraprofessional Hannah Moeggenborg. As part of the larger KDL team, Anne has been streaming Facebook Live storytimes from her own living room. In her own words, “My husband is the cameraman and my son animates my teddy bear 'puppets' from behind the couch! During a dinosaur storytime, our pet lizard even joined the fun. I showed him to the kids and gave some fun facts about Leopard Geckos. I am enjoying being creative as we continue to encourage a love for literacy and the library!” Additionally, on the Alpine Facebook page, Anne also gathers pictures of what other team members are reading and posts “Staff Picks” once a week. These posts also serve as an opportunity to ask patrons what they are reading.



Alpine's newest team member, Librarian Angela Deckard, has been helping out in Patron Services during the closure. There, Angela connects with patrons nearly every day via phone, email and SMS message. Angela says, “It's been wonderful still having this contact with patrons and helping them through this unprecedented time.” Angela helps patrons with reference questions, especially concerning KDL's transition from CloudLibrary to OverDrive, as well as questions concerning the Talking Book and Braille Center. Once, when she helped a patron find a dissertation she was looking for, the patron called Angela an “angel” and it brightened her entire day!

At the Tyrone Township Branch, Youth Paraprofessionals Emily Bantel and Katie Mitchell have taken the lead in staying connected to patrons via the branch's Facebook page. In addition to storytime videos, Emily has been entertaining families with the interactive Adventures of a

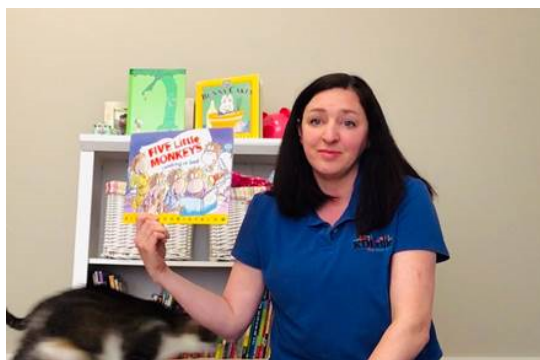




stuffed animal named Marshmallow! Kids can vote via Facebook poll on what stay-at-home adventure Marshmallow will go on in the week ahead. One week, kids voted for Marshmallow to hang out with chickens. Marshmallow made the visit on the back of Emily Bantel's noble "dog-steed" Oliver. Emily has also been interacting virtually with patrons on Facebook. A beloved patron named Sara Kenney commented on one storytime post: "We miss you Emily!! This is the longest we have gone without visiting the library!" To this, Emily replied, "We miss you and the whole family! Cannot wait for a reunion (whenever that may be)!"

Meanwhile, Youth Paraprofessional Katie Mitchell has been focusing on virtually connecting with Kent City Schools. In particular, she is working with Kent City Elementary Specialist Sara Schutt to continue outreach virtually during the school closure. Katie has filmed one book talk, with more in the works, to share with students in place of her fifth grade book talks.

At the Walker Branch, Youth Librarian Julie Ralston, Youth Parapro Chellea Justema and Adult Librarian Jan DeVries have taken the lead in connecting with patrons via Facebook. The team has focused on sharing rhymes, videos and storytime related posts, while connecting with adults by sharing staff picks and online resources. In response to one of Julie's posts, a patron said, "Thank you, Miss Julie! Hudson doesn't sit much anymore because he is so busy, but he sat and watched [your



storytime] very intently! I would say he misses you!"



On a system-wide level, many members of the Walker team, including both Regional Managers, helped transfer holds from cloudLibrary to OverDrive during the KDL transition. Adult Librarian Jan DeVries took helping patrons with the transition even further by transferring patron wish lists as well and creating patron guides for downloading and using the OverDrive service. Adult Librarian Michelle Toren also created a list of the best audiobooks for families. This list is made up entirely of e-audiobooks so that patrons can take full advantage of them while working from home. Michelle wrote a KDL blog post introducing the list.

ALTO & ENGLEHARDT

Alto's Youth Parapro, Sara McMullin, has been the champion of virtual outreach throughout the COVID-19 shutdown. Sara not only has been doing her usual family storytime, but has added a yoga storytime and tween/teen book talks as well. Sara has made sure that any book she promotes is available on a KDL e-book platform. Additionally, Library Assistant Deb Schultz has organized a regular book discussion via Zoom. The group first met to discuss a book about the Holocaust called *The Words We Couldn't Say*. Discussion turned out to be such a success that the group continues to meet weekly and enjoy each other's company during this time of social distancing.

The Englehardt Branch used to host a game of American Mahjong every Friday, but now that the building is closed the group has been meeting online to play. Library Assistant Alantha Owen and Adult Librarian Stephane Weaver have organized this. While the online version doesn't include verbal interaction, the group is still able to enjoy their time together. Similarly, there is normally a monthly Minecraft Club for younger patrons at the branch. While the in-person version is currently suspended, Stephanie Weaver has again organized play online. KDL has even paid for an annual subscription to the Minecraft server, which is being put to good use and delighting Englehardt patrons.

In addition to all of the above, both branches frequently post on their associated Facebook pages, have shared the link kdl.org/learning to all surrounding schools and groups and have done "tech tutoring" with patrons to help them stay connected with digital materials.

BYRON & GRANDVILLE

Though the Grandville and Byron branches may be closed, branch staff have kept themselves busy with trainings, with providing virtual services and with engaging patrons from home. Over at Grandville, Katie Lawrence and Christine Hekman have been writing book reviews each week and sending them on to the Language Arts department head at Grandville High School. These, in turn, have been sent to students on a weekly basis. The teachers even turned these reviews into a webpage for the students: <https://sites.google.com/gpsbulldogs.org/kdl-book-reviews-for-ghs/home>

Additionally, Trevor Zuidema hosts a regular book club via Zoom and Maria Page hosts KDaLe via zoom as well where attendees are able to discuss good books and other entertainment.

At the Byron Branch, Dawn Heerspink and Julie Gillich have been busy hosting many Facebook Live programs, including bedtime storytimes and STEAM activities. In the past two weeks, they have also posted an updated video to the branch Facebook page to say hello to regular storytime patrons, including a few rhymes and a challenge. These have turned out to be a great way to connect and maintain relationship with local patrons.

Along with the above, all staff at each branch have been regularly posting on Facebook with ways to help patrons connect with KDL and other resources and activities that can help them stay connected with the world while they are home.

CALEDONIA & CASCADE

Over the last six weeks, the Cascade Township and Caledonia Township Branch staff have risen to the occasion, reaching out to patrons in quarantine! Here are just a few of the many ways the staff are keeping patrons connected with KDL:

- Youth Librarian Dave Palma leads a weekly sing-a-long storytime for parents with young kids. With guitar or ukulele, he leads children in new and familiar songs and stories.
- Youth Librarian Audrey Barker leads weekly KDL Lab events, introducing patrons to concepts of water electrolysis, thermodynamic generators, homemade solar panels, science "magic" tricks and more.
- Youth Specialist Ashley Smolinski hosts bedtime storytimes.
- Youth Librarian Brittany Zuehlke leads a number of Rhyme Times, which foster child language development.
- Youth Librarians Alyson Cryderman and Adam Flynn are assisting with revamping the upcoming Summer Wonder program, which will make it possible for KDL to maintain a roster of online performers throughout the summer, regardless of what restrictions are in place.

- Adult Librarians Penni Zurgable, Nanette Zorn and Sara Reinders lead weekly “Hoopla from Home” events, which highlight books and movies available on demand for our patrons. Each of these librarians also uses Zoom to host regular book clubs and book talk events.
- Adult Librarians Tricia Hetrick and Shelby Toren lead weekly technology tutoring events for staff via Microsoft Teams. They also post and update many different resources for food and shelter insecurity, as well as mental health needs, on the KDL Blog.
- All adult staff participated in the transition to Overdrive.

COMSTOCK PARK & PLAINFIELD

It has been truly inspiring to witness the Plainfield Township and Comstock Park teams come together to provide incredible programming for patrons during the Stay-at-Home order.

Plainfield’s Youth Specialist Susan Erhardt has provided live stream storytimes, as well as booklists for the KDL website. She also maintains the kdl.org/learning webpage, which provides a list of links to streaming content, database tutorials and fun/educational activities outside of KDL. Youth Librarian Liz Wierenga has not only been recording storytimes, but has created an Elephant and Piggy puppet show as well!

Comstock Park’s Youth Paraprofessional Leigh Verburg offers yoga storytimes and fun, pro-literacy Mission Read! activities along with Youth Paraprofessional Jackie Boss.

Staff at both locations have been so supportive of one another as they keep coming up with innovative ways to serve patrons under the current world circumstances.

FEATURED DEPARTMENT: COLLECTION DEVELOPMENT

The Collection Development Department (CD) continues to order both physical and digital materials for KDL patrons, especially during the global pandemic. Here are just a few of the department's activities for the year, including the department's COVID-19 response:

COVID-19

- To accommodate a major shift toward remote consumption, CD has prioritized digital resources, transferring nearly 20% of the collection budget from physical to digital materials.
- CD has added the Michigan Legal Forms database and the New York Times Newspaper (text only) to KDL's online resources in order to make it easier for patrons to complete Michigan-specific forms online (ex: wills, unemployment, property deeds, etc.) and to have access to a reputable news source.
- Working from home: CD continues to work from home, ordering physical items to be received and circulated system-wide upon reopening and working on large-scale projects to be implemented upon resumed operations.

Collection Project

CD is in the beginning stages of a large-scale project, which will entail the following:

- Employ an EDI project that includes an analysis of the makeup of KDL's service area population and a plan to ensure KDL offers a diverse, inclusive and easily-discoverable collection to best serve the needs of these communities.
- Analyze KDL's current collection and circulation data, both as an organization and branch-by-branch, and employ applicable changes to genres, BISAC categories and displays in order to improve the patron experience.
- Design and employ a report that will automate a previously-manual process of ensuring a balanced collection throughout the system.
- Music collection analysis: A major music collection analysis is in progress, after which CD will help plan a direction for the future of vinyl records and players, CD's and music downloading/streaming platforms at KDL.

Transition to OverDrive

Transitioning from cloudLibrary to OverDrive as KDL's primary e-lending platform has meant balancing increased demand during the transition and working around restrictions due to the transfer of materials (publisher and vendor policies, content limitations and expirations) so that KDL can continue to offer the best experience possible while maintaining current users and attracting new ones. As always, this is with the objective of furthering all people.

BUILDING UPDATES

AMY VAN ANDEL LIBRARY AND COMMUNICATION CENTER

Construction resumed on May 7 with some restrictions. While the projected completion date has been delayed, a new date will not be established until work is able to fully resume as usual. The Ada Township Board approved the collection shelving bid from Library Design Associates, but discussion of the multipurpose room is currently ongoing.

GRANDVILLE

While the project is still underway, things will be delayed slightly due to challenges presented by COVID-19. As of now, bidding is expected to open toward the end of the month, with groundbreaking toward the end of June. Otherwise, the project is moving forward on schedule.

SERVICE & MEETING CENTER

- A new fire alarm system was recently installed as the other one was nearing the end of its life and a replacement was planned for in this year's budget.
 - Fire alarm monitoring also switched from EPS to Vanguard as service at EPS was lacking. Vanguard put the new fire alarm system in and facilities is happy with the service they have provided thus far.
- Service Center ducts were cleaned and disinfected for the first time since KDL has moved into the building. This was also included in this year's budget, but came at an especially good time as a clean air system will help prevent the spread of Covid-19.
 - The company accidentally planned a "disinfecting fog" of the building as well so the building was completely disinfected for free!

WHAT'S GOING ON AT KDL?

BRIDGEWAY VISITS

The KDL team has pioneered a new visit model using ZOOM technology to engage with children in a group foster care home. Before the visit, KDL delivers a KDL lab box, which is then used to explore STEAM concepts and reflective storytelling. As visits have so far been a success, KDL is looking into possibly copying this model with senior facilities.

COHS (CAREER ONLINE HIGH SCHOOL)

With everyone sheltering in place, KDL had high hopes that April would be a productive month for COHS. The MARCOM team designed a social media promotion at the end of March encouraging people to "get ahead" during the shutdown. While the promotion did generate interest, ultimately there was not a lot of through. Even currently enrolled students are struggling to stay on pace due to anxiety and schedule disruptions. The COHS specialist has maintained weekly connections with current students via phone calls and emails, encouraging them to communicate their needs and ask for help if needed. Fortunately, at least one student was able to successfully complete a prerequisite phone interview for the sixteenth scholarship. The student began studies at the end of April!

FOOD SECURITY

In cooperation with Food Security, KDL has been coordinating meals and planning for the summer. Seventeen KDL branches have applied to serve Meet&Eat meals to school children. Unfortunately, six branches did not meet eligibility. A list of Mobile Food Distributions and Food Pantries is available for the branches excluded from the Meet Up! Eat Up! Meanwhile, a Training Manager Trish Reid is currently setting up Meet Up! Eat Up! training.

STREAMING

All of KDL's programs were completed online throughout April. 210 programs were streamed with over 45,000 patrons joining live to view. Many of the videos are being saved online. Since mid-March, saved videos have accumulated over 100,000 views. New content being created by KDL staff include book talks, storytimes, yoga and STEAM activities for all ages.

SUMMER WONDER

Summer programs will be moved online for Summer Wonder 2020. This will continue concerns surrounding the coronavirus and the social distancing timeline. Online programs will include great presenters streaming programs featuring animals, magic shows, concerts and more. KDL staff will also provide storytimes and more programming for all ages. Staff are expected to complete Summer Wonder training in May. For the training, the Summer Reading Work Group created videos and will host three Q&A sessions. Staff received 90 minutes of summer program reminders, tips, tricks and inspiration. Summer Wonder 2020 begins Monday, June 1 for all ages.

WRITE MICHIGAN TEEN POETRY CONTEST

The Teen Poetry Contest deadline was extended to April 30. Teens in this county-wide contest submitted nearly 100 poems this year. Additionally, the program was updated to offer more prizes.

KATIE KUDOS

BETH GREEN (Gaines) was nominated by Dhanya Ravi because... "Beth shared all her knowledge on "To-Do" Office 365 Resources with KDL All! She was wonderful and I truly appreciate her for immediately agreeing to do the video. Thank you!"

GRAHM LAWCOCK (Service Center—IT) was nominated by Dhanya Ravi because... "Grahm was very enthusiastic about doing the video on Forms for our Office 365 resources. He was so willing and eager to do it and I am very thankful to him for volunteering. I am sure the video will benefit everyone. Thanks Grahm, you are awesome!"

CLARE O'TSUJI (Kelloggsville/Wyoming) was nominated by David Specht because... "Toward the end of the Kent County Teen Film Festival at Celebration Cinema, I had to leave as it ran over the scheduled time and I had another commitment. Fortunately for everyone, Clare was more than happy to take on camera duties with just a few minutes' notice. She even (without my asking, I should add) charged the batteries for me



afterward so that when I picked up the camera at Wyoming it was ready to capture photos at my next stop. What an awesome colleague!”

VIVI HOANG (Service Center—MARCOM) was nominated by Greg Lewis because... “I am developing a virtual teen program for the summer. Since much of this requires a huge learning curve for me, I need a lot of advice and information. Although moving to virtual service must have increased Vivi’s work load tremendously, she still promptly replied to me and answered any and all questions with such kindness, patience and extreme knowledge. It felt like I was her only ‘customer.’ Thank you, Vivi!”

TRISH REID (Service Center—HR) was nominated by Angela Culp because... “Trish has worked so hard to keep our staff working during this difficult time. She has pulled so many ideas together and organized them. She has also been incredibly responsive to requests of all types. We could not have survived this as an organization without her.”

PENNI ZURGABLE (Cascade) was nominated by Dhanya Ravi because... “Penni was patient enough to record a video for Word and share her knowledge with all KDL staff. I appreciated her help! Thank you, Penni, for your passion and for being wonderful, as always!”

STAFF & PATRON RESPONSE STORIES

KRAUSE MEMORIAL

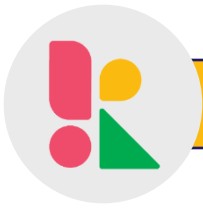
From Circulation Assistant Dany Thomas-Robinson: “I’m very close with my sister-in-law and her sister Nicolette. Nicolette has a 9 year old daughter (Irazu) who’s been going stir-crazy during quarantine—Especially since they can’t go to the library. I suggested TumbleBooks to them and told her about the educational, interactive games they have alongside the ebooks and educational videos. Nicolette gave me an update the other day and said that Irazu looooves TumbleBooks. It’s one of the first things she does in the morning! They’re super happy to have this small piece of the library while KDL is closed.”

PATRON SERVICES

Development Manager Claire Horlings passed along this email from a satisfied patron (shared with permission): “I want to thank your Library staff for their expertise, kindness, and compassion. I have two children under six years old and we come to the library two to three times weekly. Your staff always greets them with a smiling face and has thoughtful activities prepared. We (The Brown Family) have missed the library terribly—Not just because it’s a free place to go, but because we don’t get to give/receive blessing with your staff. We pray that your staff are doing well and we thank you for your steadfast service. Many Blessings—Jestine Brown”

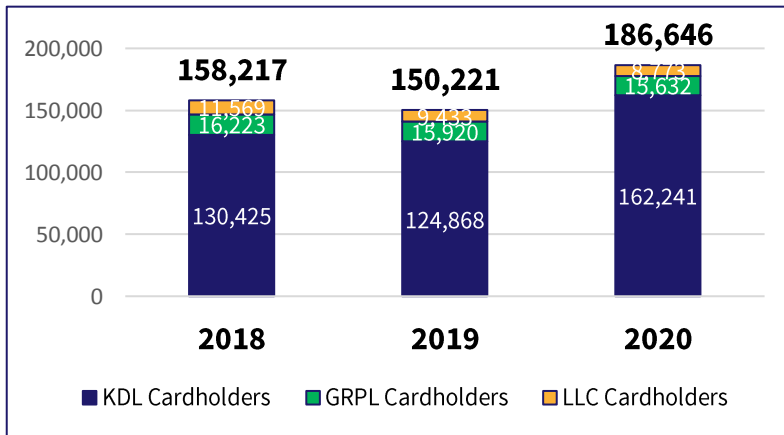
UPCOMING MEETINGS & DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
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
KDL Regular Board Meeting	Thurs., Aug. 20, 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



APRIL 2020 STATISTICAL SUMMARY

Active Patrons:

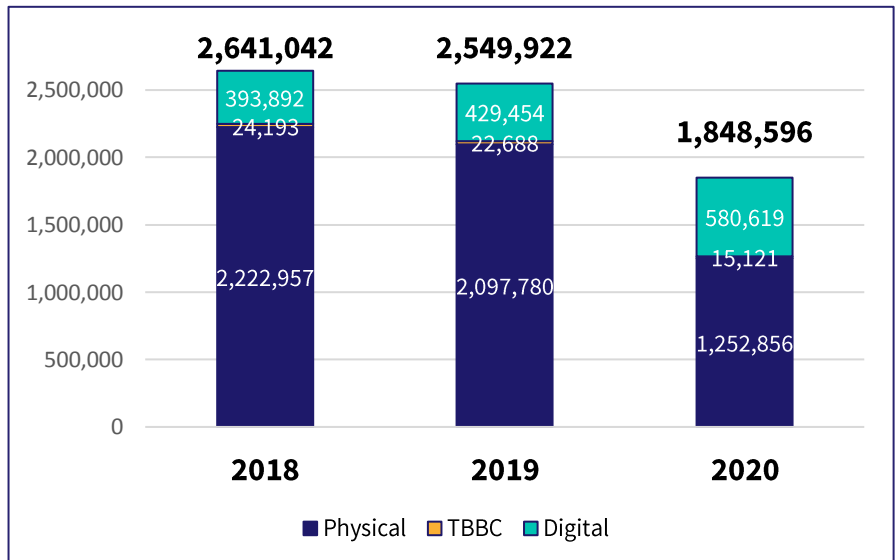


989 Accounts Added in April:

- 989 New KDL Cardholders (including 966 online-only cards)
- 0 New GRPL Cardholders
- 0 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 June 2020 so they could more easily access digital resources.

Circulation YTD:

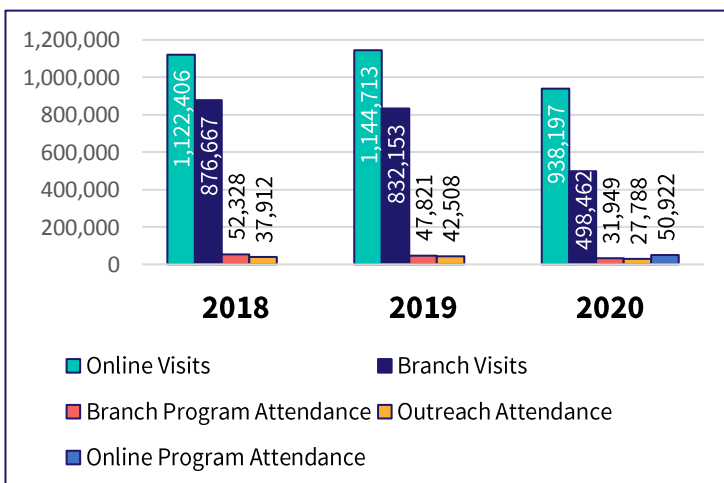


Physical vs. Digital Collection Usage:

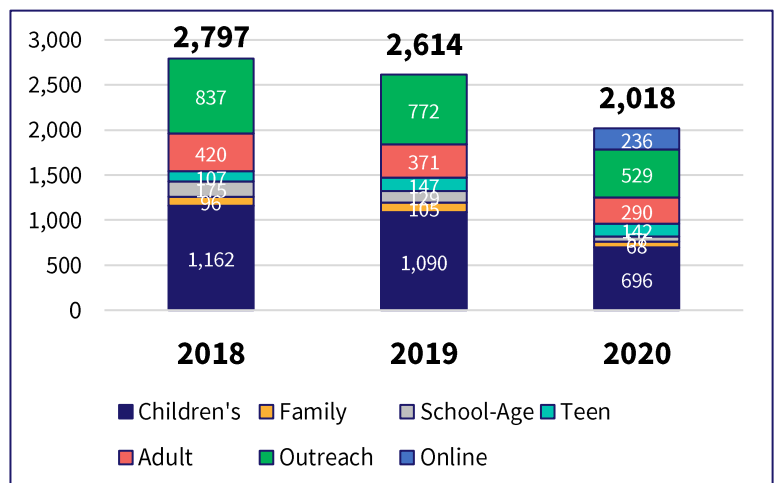
- KDL patrons checked out 2.2 times more total physical items than digital items in 2019, but the number of items checked out per user per month was almost identical (3.1 physical vs. 3.3 digital)
- 63% of patrons checked out physical items only, 15% checked out digital items only, and 22% checked out both.

(See reverse for more details)

People Served YTD:



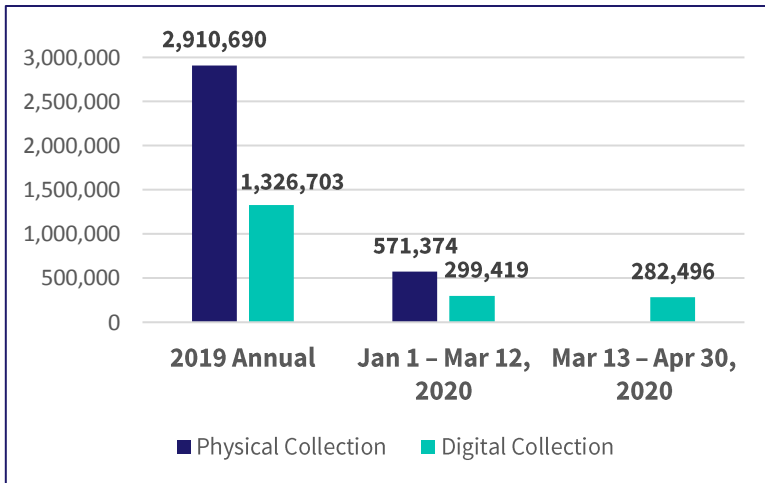
Number of Events YTD:



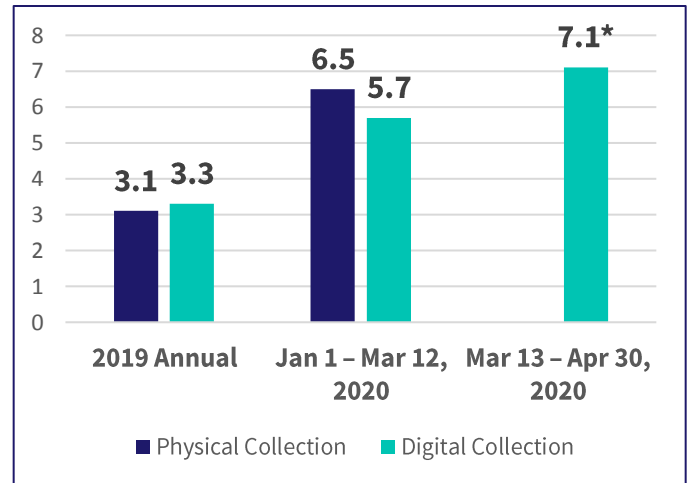


STATISTICS IN-DEPTH: PHYSICAL VS. DIGITAL COLLECTIONS

Total Items Checked Out by KDL Patrons:

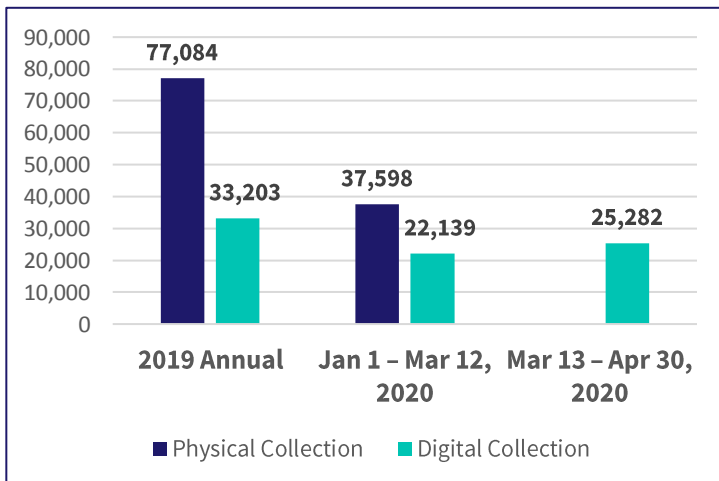


Avg. Items Checked Out Per KDL User Per Month:

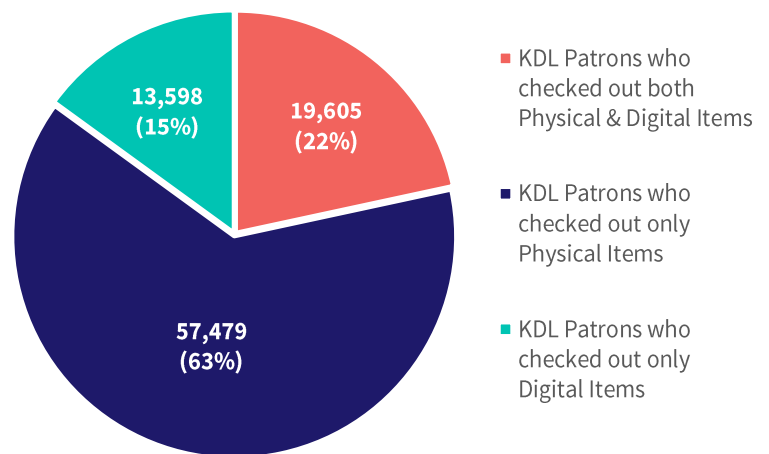


*Checkout limits for many digital vendors were doubled due to COVID-19 closure

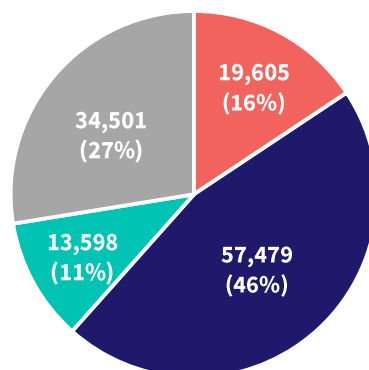
Unique KDL Users with Checkouts:



2019 Physical vs. Digital Users:



2019 Checkouts by All Active KDL Patrons:



At the end of 2019, KDL had **125,183** Active Patrons.

Patrons are considered "Active" if their library card is not expired.

Cards currently expire every 3 years.

- KDL Patrons who checked out both Physical & Digital Items
- KDL Patrons who checked out only Physical Items
- KDL Patrons who checked out only Digital Items
- KDL Patrons with no checkouts

Coronavirus Closure Statistical Overview

Category	Platform	Metrics	March 13 - April 30, 2019	March 13 - April 30, 2020	% Change
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Online Programming	Facebook	Total # of Online Programs	N/A	236	N/A
		Live Attendance	N/A	50,922	N/A
		Total Program Views	N/A	107,497	N/A

Digital Collection Use	OverDrive	eBook Circulation	N/A	13,625	N/A
		eAudiobook Circulation	N/A	3,672	N/A
		eMagazine Circulation	N/A	1,755	N/A
		New Users	N/A	7,902	N/A
		Collection Size	N/A	16,346	N/A
		Total Holds	N/A	4,114	N/A
		Average Hold Wait Time (Days)	N/A	9	N/A
	cloudLibrary	eBook Circulation	73,562	115,127	57%
		eAudiobook Circulation	43,898	59,702	36%
		New Users	1,625	3,363	107%
		Collection Size	119,435	122,637	3%
		Total Holds	30,407	14,929	-51%
		Average Hold Wait Time (Days)	23	48	109%
	hoopla	eBook Circulation	4,133	13,032	215%
		eAudiobook Circulation	7,485	11,986	60%
		eMusic Circulation	1,062	1,610	52%
		eVideo Circulation	2,099	7,243	245%
		New Users	595	1,564	163%
	RBDigital	eAudiobook Circulation	888	1,251	41%
		eMagazine Circulation	7,816	8,574	10%
		New Users	122	372	205%
		Collection Size	3,515	3,723	6%
	Freegal	eMusic Downloads	8,002	8,043	1%
		eMusic Streaming	24,876	35,121	41%
		New Users	53	128	142%
	Total	Total Digital Circulation	173,821	280,741	62%
		Total New Users	2,395	13,329	457%

Other Online Use	Databases	Visits	8,349	14,867	78%
	KDL.org	Visits	188,296	143,430	-24%
	Catalog	Visits	148,659	62,006	-58%
	OverDrive site	Visits	N/A	2,306	N/A
	Beanstack	Mission: Read New Registrations	815	129	-84%
		Let It Snow New Registrations	N/A	361	N/A
	Wifi	Logins	124,177	24,228	-80%

KDL Cardholders	WorkFlows	New KDL Cardholders Added	2,777	1,575	-43%
		KDL Accounts Active	55,785	33,837	-39%

Social Media	(All)	Social Media Followers	47,000	54,319	N/A
	Facebook	Facebook Likes	14,350	16,317	14%

Patron Services	Ask KDL	Questions	1,904	1,777	-7%
	LibChat	Sessions	135	722	435%
	Phone Calls	Calls Received	9,811	5,758	-41%



STAFF CHANGES & ANNIVERSARIES

May 2020

NEW HIRES	POSITION	EFFECTIVE
Sarah Johnston	Patron Services Associate – Service Center	June 1

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Leisa Ball	Substitute Circulation Assistant	Collection Services Assistant – Service Center	March 30
Amy Richardson	Substitute Circulation Assistant	Circulation Assistant – Englehardt	March 30

DEPARTURES	POSITION	EFFECTIVE
Paris Close	Substitute Circulation Assistant	March 18
Mike Zurgable	Youth Paraprofessional – Kelloggsville	March 27
Fran Allen	Circulation Assistant – Comstock Park	March 27
Maureen Lovewell	Circulation Assistant – Grandville	April 2
Sharon Scherbinski	Circulation Assistant – Plainfield	April 19
Chelsea McCoy	Substitute Information Staff	May 7
Hollie Bellinger	Circulation Assistant – Kelloggsville/Wyoming	May 27

OPEN POSITIONS	TYPE
Branch Librarian – Comstock Park	Part-time
Assistant Branch Librarian – Grandville	Part-time

EMPLOYEE ANNIVERSARIES (MAY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Chris Lohman	Gaines Township	20 years
Marisa Demoor	Kentwood	19 years
Lynn Goldberg	Plainfield	14 years
Toby Schuler	East Grand Rapids	14 years
Laurie Winkler	Collection Services	14 years
Sara Magnuson	Nelson Township/Community Eng.	13 years
Denise Wohlferd	Krause Memorial	13 years

EMPLOYEE ANNIVERSARIES (MAY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Liz Wierenga	Plainfield	11 years
Lori Gerard	Englehardt	10 years
Pete Lewandoski	Kentwood	10 years
Lance Werner	Administration	9 years
Eric Schweibert	Comstock Park/Alpine	8 years
Maria Page	Grandville	7 years
Angela Culp	Kentwood	6 years
Vivi Hoang	MarCom	5 years
Trina Den Braber	Comstock Park	4 years
Lindsey Dorfman	Administration	4 years
Jill Essenburg	Collection Services	4 years
Bethany Metivier	Nelson Township/Sand Lake	4 years
Trish Reid	Human Resources	4 years
Curtis Kieliszewski	Information Technology	3 years
Alantha Owen	Englehardt	3 years
Randy Burson	Finance	2 years
Barb DeYoung	Substitute Information Staff	2 years
Liesl Bruxvoort	Substitute Circulation Staff	1 year
Molly Marshall	Cascade	1 year
Catherine Rinzema	Plainfield	1 year
Jennifer Savage-Dura	East Grand Rapids	1 year
EMPLOYEE ANNIVERSARIES (JUNE)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Kris Vogelar	Grandville	35 years
Karen Small	Wyoming/Kelloggsville	34 years
Tisha Wells	Gaines Township	32 years
Kathy Potts	Walker	29 years
Jocelyn Yost	Grandville	26 years
Connie Wheat	Krause Memorial	20 years
Lynne Eder	Walker	15 years
Deb Den Herder	Cascade	13 years
Erma Kircheis	Substitute Information Staff	12 years

EMPLOYEE ANNIVERSARIES (JUNE)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Amy Waite	Krause Memorial	12 years
Paul Prins	Kentwood	10 years
Shannon Vanderhyde	Krause Memorial	9 years
Linda Pyne	Nelson Township/Sand Lake	8 years
Adam Flynn	Caledonia/Bookmobile	6 years
Carlita Gonzalez	Programming	6 years
Liz Knapp	Alpine/Tyrone Township/Walker	6 years
Carol Roelofs	Wyoming	4 years
Paula Wright	Krause/Nelson Township/Spencer	4 years
Catherine Gutowski	Alto	3 years
Leigh Verburg	Comstock Park	3 years
Brad Baker	MarCom	2 years
Julie Gillich	Byron	2 years
Heather Blake	Grandville	1 year
Alyssa Coe	Plainfield	1 year
Chloe Henshaw	Plainfield	1 year
Tabitha Schaub	Wyoming	1 year



BOARD OF TRUSTEES ATTENDANCE - 2020

	SHIRLEY BRURSEMA	ANDREW ERLEWEIN	SHERI GILREATH- WATTS	ALLIE BUSH IDEMA	CHARLES MYERS	TOM NOREEN	CAITIE S. OLIVER	PENNY WELLER
January 16, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
February 20, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
March 19, 2020								
April 16, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
May 21, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June 18, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
July 16, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August 20, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
September 17, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 15, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 19, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November 19, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December 19, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BOARD PARTICIPATION VIA CONFERENCE CALL / WEBEX

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE
Meeting held remotely via dial-in connection	4/16			

Kent
District
Library



POLICY MANUAL

Proposal for Edits

Circulation

2.1: Library Card Registration**2.1.1 Cards for Visiting Students****2.1.2 Institutional Cards****2.1.3 Non-Resident Cards****2.1.4 Student Cards****2.1.5 Temporary Cards for Adults****2.2: Lakeland Library Cooperative Member Library Cards****2.3: Lost or Stolen Library Cards****2.3.1 Library Documents****2.3.2 Fees****2.4: Privacy of User Records****2.5: Lost and/or Damaged Materials****2.6 Audio/Visual Materials Use**

KDL POLICY 2.1

LIBRARY CARD REGISTRATION

LAST REVISED 5.19.19

All residents within the Kent District Library service area are eligible for a library card. Persons living outside the Kent District Library service area who pay property taxes to a governmental unit within the District are also eligible for a Kent District Library card.

Library cards are non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued.

Juvenile Minor (under age 18) registrations may be signed by any adult (age 18 or older) willing to assume legal responsibility for library resources. Signatures indicate an acceptance of responsibility for:

- the **juvenile's minor's** use of all library resources including access to the Internet;
- supervision of the **juvenile's minor's** choice of materials;
- return of all materials when due;
- all losses and damages to materials and equipment borrowed.

When a **juvenile minor** patron turns 18 years of age, he/she assumes responsibility for the library account bearing his/her name including all borrowed items on that account. Any bills for lost or damaged items on the card will be moved to the co-signer's card. If the co-signer does not have a card, a bill will be mailed.

Library cards will have an expiration date in order to update accounts as needed.

KDL POLICY 2.1.1

CARDS FOR VISITING STUDENTS

LAST REVISED 2.16.17

High school exchange students and college students residing in the Kent District Library service area while attending high school or college are eligible for a Kent District Library card.

*The term juvenile has been replaced throughout the document with "minor" in order to reflect updated language used in KDL procedures.

KDL POLICY 2.1.2

INSTITUTIONAL CARDS

LAST REVISED 5.19.19

If an agency, institution, or business within the Kent District Library service area requests a library card for use by its residents or staff (in their institutional role), a card may be issued if the institution's head or director agrees in writing that the institution will be responsible ~~for any bills for lost or damaged items on any materials~~. Such a card may be used by residents or staff of the institution at the discretion of the institution's director. The card itself must be presented to be honored. KDL will not accept personal identification in lieu of the institutional card. Institutional cards will allow remote access to electronic databases and the digital collection for demonstration purposes.

**Content has been revised for clarity.*

KDL POLICY 2.1.3

NON-RESIDENT CARDS

LAST REVISED 5.19.19

Residents within the geographical area of the Lakeland Library Cooperative's boundaries who do not qualify for a library card at any Lakeland Library Cooperative location may purchase a KDL non-resident library card for an annual fee of \$84.00 or a monthly fee of \$7.00 per month. The fee covers all family members in one household and each family member may be issued their own non-resident card. Non-resident cardholders will be issued full access KDL cards, allowing cardholders the same access as standard KDL service area resident cardholders, including KDL's digital collection and MeL access.

KDL POLICY 2.1.4

STUDENT CARDS

LAST REVISED 5.19.19

~~Kent District Library's goal is to give a library card to all school-aged children in Kent County in partnership with their school~~ make library services available to all school-aged children in Kent County. With the Student Card, children who attend any K-12 school in Kent County can check out a maximum of three books, and have access to KDL internet, research databases and select digital content. Student cards will expire once the student ~~has graduated high school~~ turns 18 years of age.

**Student cards current expire when the cardholder turns 18 years.*

Students are also eligible for a standard KDL ~~juvenile minor~~ library card based on residency and an eligible cosigner. Students not eligible for a KDL ~~juvenile minor~~ library card can still register for a card at their home library. A maximum of three lost books will be allowed on this card. The card will be deactivated after three lost books.

**KDL has stopped issuing batch library cards using school data.*

KDL POLICY 2.1.5

TEMPORARY CARDS FOR ADULTS

LAST REVISED 5.19.16

Adults who are unable to provide proof of residency, either because they are new to the area, or are traveling, can have access to library services with a Temporary Card for Adults. This card does not require proof of residency but adults do need to show an ID card to verify their identity. A maximum of three items in any format may be checked out on this card. Internet access will also be available. Temporary Cards for Adults will expire after 3 months and full privilege cards may be obtained with proof of residency.

KDL POLICY 2.2

LAKELAND LIBRARY COOPERATIVE MEMBER LIBRARY CARDS

LAST REVISED 5.19.11

All current Lakeland Library Cooperative member library cards will be honored by Kent District Library with the exception of:

- non-resident local use library cards;
- underfunded contract service area cards; and
- institutional cards.

KDL POLICY 2.3

LOST OR STOLEN LIBRARY CARDS

LAST REVISED 5.19.19

It is the patron's responsibility to notify Kent District Library promptly of a lost or stolen library card. If the loss or theft is not reported, the patron is responsible for all materials charged to the library card.

Patrons will be held responsible for lost and damaged item bills accrued prior to the date the loss or theft of the library card is reported. Patrons will not be held responsible for bills accrued after the date on which the loss or theft is reported.

KDL POLICY 2.4

PRIVACY OF USER RECORDS

LAST REVISED 10.23.14

Kent District Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron’s name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, Kent District Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law. A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Library Director.

KDL POLICY 2.4.1

LIBRARY DOCUMENTS

LAST REVISED 5.19.16

Library documents and records (other than patron records covered by the Michigan Library Privacy Act [PA 455 of 1982]) shall be available to the public in accordance with the Michigan Freedom of Information Act (FOIA) [PA 442 of 1976] upon a request which precisely describes the exact library public records desired. The Library need not create new public records to satisfy a request, nor must the Library make a compilation, summary or report of information. Costs associated with responding to a request will be charged to the requester.

The Kent District Library Board of Trustees authorizes the Library Director to serve as the FOIA Coordinator and to accept and process requests for public records. The Director shall report action taken on FOIA requests at the next regularly scheduled Kent District Library Board of Trustees meeting.

Upon providing Kent District Library’s FOIA Coordinator with a written request that describes a public record sufficiently to enable KDL to find the public record, a person has a right to inspect, copy, or receive copies of the requested public record.

A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Library Director.

Kent District Library may charge a fee for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record. The Library may also require a good faith deposit from the person requesting the public record or series of public records, if the fee exceeds \$50.00. The deposit shall not exceed half of the total fee.

KDL POLICY 2.5

LOST AND/OR DAMAGED MATERIALS

LAST REVISED 5.19.19

Kent District Library is not required to send notices for lost or damaged materials, and failure to receive a notice does not relieve the borrower of responsibility to return materials when due.

When lost and damaged item(s) with a combined total of \$20.01 or more have been on the account for more than sixty (60) days, Kent District Library will invoice the patron. Kent District Library will suspend a patron's borrowing privileges when the bills on a patron's account exceed \$20.00. A patron's borrowing privileges will be restored once the account balance is reduced to \$20.00 or under.

KDL POLICY 2.5.1

FEES

LAST REVISED 3.16.18

Kent District Library may charge a fee for specific library services. These may include, but are not limited to, the following:

- faxing;
- inter-library loan services;
- photocopying;
- printing; and
- non-resident cards.

KDL POLICY 2.6

AUDIO-VISUAL MATERIALS USE

LAST REVISED 3.16.18

Kent District Library assumes no responsibility for damage to patrons' electronic equipment used to play library audio-visual materials.

AGENDA ITEM FOR CONSIDERATION: RFP for Datacenter Colocation

BOARD MEETING DATES: May 21, 2020 (first reading); June 18, 2020 (second reading)

TIMELINE: Implementation finalized by September 2020

BUDGET LINE ITEM(S): Contractual and Professional Services; Maintenance and Utilities; and Capital Outlay

TOTAL ESTIMATED COST: One Time Cost: \$27,072 Recurring Cost: \$65,739.51 per Month (or \$788,874.12 per Year)

KDL is looking to replace the applicable current server, storage, and network environment that hosts KDLs Servers, File Shares, and Virtual Desktop (VDI) environment. The equipment is being replaced because KDL standard is to replace Servers, Storage, and Networking equipment on a 5 year cycle. 2020 is the 5th year for all the equipment being replaced in this RFP. KDL is looking to utilize a Managed Service Provider (MSP) to bring more technical resources to bear while allowing the current KDL IT Team the time to focus more on KDL directives and supporting KDL better, rather than spending significant time maintaining the current infrastructure as we do today. The IT Team is looking to use this partnership with an MSP to build a stronger bridge between KDL business process and technology by being able to spend more time with staff and patrons.

KDL IT worked side by side with the Leadership Team to determine the go forward path of KDLs data center equipment. This helped guide the RFP based on the strategic goals of KDL for the future.

To address our goals and need to replace our current infrastructure, an RFP was published and advertised in MLive and sent to several previously known or used providers. A total of four possible vendors responded with proposals. All four were selected for initial interviews and demonstrations with a committee of KDL staff. Two finalists were selected for second interviews and walkthroughs of possible colocation sites.

There are many benefits to KDL. Below is a bullet list of the highlights.

- Current equipment is getting replaced with new equipment
 - Better performance
 - Valid Support from vendors

- Ability to expand quickly utilizing hyperconverged infrastructure (combination of storage, compute, and memory all working seamlessly together)
- Lower cost of ownership due to support costs coinciding with the 3 year factory warranties as opposed to a 5 year (or two 1 year additions we use today)
- The chosen solution allows us to “grow” when needed as opposed to purchasing 5 years of extrapolated performance requirements and then running the potential of not using all of it.
- Managed Service Provider Support
 - 24x7x365 support coverage.
 - Allows KDL IT Team to more than triple in size.
 - Depth of technical knowledge available to KDL grows with MSP team.
 - MSP team brings in non-library specific knowledge to allow for brainstorming solutions for KDL that other non-library industries might have already solved.
 - They support larger clients than KDL which allows them to bring that knowledge to KDL for supporting our environment.
 - IP Consulting was the most willing to work with us long term on a quarterly update bases to be able to keep informed of our current and future goals to help guide us through knowledge sharing while helping KDL stay current with technology trends.
- Utilizing E-Rate to save 80% costs for the internet.
- We are moving KDLs current firewall to the Data Center to allow KDL to downsize the firewall at the Service Center to save costs
 - By moving the Data Center out of the Service Center not as much traffic will be going out of the Service Center allowing us to downsize.
- Military grade data center as evident from their clientele
- Redundant data center setup
 - All server setup will be backed up to a secondary data center.
 - We have designed this to the point where if the primary data center has issues we can spin up all patron focused items within 4 hours into the secondary data center and all other KDL servers within 24 hours.

None

Vendor	Total One Time Cost	Year 1 Cost Total	3 year total cost
IP Consulting	\$27,072.00	\$815,946.12	\$2,393,694.36
iServ	\$374,058.16	\$661,957.12	\$1,237,755.04
Trace 3	\$20,407.00	\$309,428.44	\$887,471.32

Vendor of choice is IP Consulting.

The KDL IT Team interviewed 3 different companies in round 1 interviews, and then did a more extensive deep dive interview with 2 of the vendors to learn more about the approach for the solution and the expertise and experience of each company. It was unanimous the decision to recommend IP Consulting's solution as they had the best approach and technical knowledge during the RFP written response and interviews. Our second vendor of choice we feel offered a decent solution, but just did not have the amount of deep talent as IP Consulting, and was not as well to adapt the solution for KDL during the interviews.

We felt it was important to the Board to understand the cost impact that our future budgets would be impacted:

First, the Internet Access to the new data center. This will be a 5 GB Connection with multiple redundancy, spread over 6 different internet carriers which is even better than we have today. Inside the yearly, cost is \$108,000 for this service. However, we will be leveraging the USAC eRate program (80% reimbursement)

- \$86,400 will be reimbursed to KDL upon eRate funding approvals already in motion. (\$108,000 x 80% reimbursement for a bigger, faster, more redundant, connection)

Second, inside the yearly cost is system software licenses and annual support fees KDL currently pays for Microsoft Servers, VMware, and other software & administration tools. This amount is now reflected in the IP Consulting yearly cost.

- Over \$218,000 is currently spent each year.

Third, it just so happens that IP Consulting is also one of our existing trusted IT Partners. They have supported KDL's advanced phone system for a long time. The fees we pay to them each year are also wrapped up into this yearly total.

- Over \$16,000 is currently spent each year.

Fourth, by going this route, KDL is able to spread our out of pocket IT Hardware and applicable Support & Maintenance Fees over the 3 Year contract. As noted earlier, we can take advantage of faster technology every 3 years without trying to guess how much we might need in 5 years which may turn out to be wasted money. Also, this would most likely be \$500,000 or more and would have come 100% out of our Fund Balance resources.

- Under \$90,000 a year for 3 years will be \$270,000 to lease the servers, storage, and related maintenance & support for KDL.

Fifth, the Managed Service Provider Fee not only helps us make the transition to the new data center, but provides KDL will 24x7x365 support including routine maintenance, backups, and access to another 40+ technical staff members.

- Under \$24,000 a month charge plus \$27,072 for the one-time migration assistance cost

Sixth, the last category of new costs is attributed to the necessary advanced software licensing.

- Over \$71,000 for the year.

Finally, it is important for the Board to understand that by moving to a Premier Data Center, KDL now doesn't have to do some much needed improvements to our own data center. Below are the items that would have taken additional Fund Balance resources to address, but now don't have to be:

- Proper Fire Suppression in Data Center. (Now we can just "cap" it.)
- Heating and Cooling system updates. (Now we can downsize it to support only the switches.)
- Electricity Increase because we would have had to ADD more to our existing system before retiring the old. (Now we can decommission the units when the migration is over.)
- After all the data center migration activities are completed, we will be able to reduce our Internet connections at the SC. This reduction will show up as a savings.
- The last, but definitely noteworthy, is that all the cables, care, and maintenance of the physical equipment will not be on the IT Teams "evening & weekend" schedules and we can have a little more Work / Life Balance for this team.

Implementation can start any time after July 1 2020 when e-rate funding becomes available.

The goal is to do the migrations utilizing a controlled approach that provides minimum impact and outages for KDL staff and patrons.

Based on the provided information, KDL recommends that IP Consulting be contracted to provide data colocation services.

Document History:

1. First Draft – Emily Spranger, Curtis Kieliszewski, Jared Olson, Kurt Stevens
2. Revision – Laura Powers
3. Final Draft – Jaci Cooper, Lance Werner

AGENDA ITEM FOR CONSIDERATION: RFP for Service Center Firewall

BOARD MEETING DATES: May 21, 2020 (first reading); June 18, 2020 (second reading)

TIMELINE: Contract finalized by June 2020

BUDGET LINE ITEM(S): Maintenance and Utilities; Capital Outlay

TOTAL ESTIMATED COST: \$18,200 for Years 1 through 5; Year 1 cost of \$11,800

KDL is looking to replace firewalls for the Kent District Library Service Center Location because when we do the Data Center Migration project we will be migrating the current firewalls from the Service Center to the new Data Center. At this time we will need to replace those firewalls at the Service Center with smaller firewalls to save cost.

KDL is looking to purchase a new Meraki MX 250 firewall for our Service Center location. Items we required are:

1. 2 Meraki MX 250s
2. 5-year license/subscription for Meraki MX 250
 - a. KDL's understanding is that these will be in an HA setup so my understanding is only once so only one license/subscription is needed.

KDL IT staff will manage the setup and installation of the equipment.

To address these issues, an RFP was published and advertised in MLive and sent to several previously known or used providers, Presidio and CDW-G. Two vendors responded with a proposal. However, one of the proposers did not respond in the appropriate format and was therefore eliminated from consideration. A team of KDL staff reviewed the RFP and determined that due to the nature of this RFP and the limited number of proposal submissions, staff determined interviews did not need to be conducted.

This is the same equipment KDL currently has at the Service Center, just a smaller model. Due to the fact that the Data Center will not be at the Service Center we are able to downgrade the size of the Firewall to the same size as what the branches are.

Because we are using the same equipment, we will have the same functionality and the transition should be fairly easy and seamless.

None that is relevant.

It is true that this is a smaller unit, but since the Data Center not going to exist at the service center we are treating the Service Center the same as a large branch.

Product	Product Description	Quantity	One Time Cost	Five Year Cost
Meraki MX 250	Meraki Firewall	2	10,200.00	N/A
Meraki MX 250 5 year license/subscription	5-year access to dashboard and support	1	8,000.00	8,000.00

KDL is eligible to receive 80% reimbursement of one Meraki Firewall and the five-year license through the federal E-Rate program. Therefore, while the total five-year cost of the project is \$18,200, KDL will be reimbursed for \$10,480, totaling a net outlay of \$7,720.

Please note, since the second firewall is considered 'redundant equipment' it is not eligible for E-Rate reimbursement.

NA

This will be implemented in conjunction with the Data Center Migration project. So the timing of this will depend on that project. Estimated times are between July and September for this Firewall to get replaced. (Covid-19 working issues notwithstanding.)

Based on the provided information, KDL recommends that CDWG be contracted to provide the KDL Service Center Firewall equipment.

Document History:

1. First Draft – Emily Spranger, Curtis Kieliszewski, Jared Olson, Kurt Stevens
2. Revision – Laura Powers
3. Final Draft – Jaci Cooper, Lance Werner



RESOLUTION

Schools & Libraries Universal Services (eRate) for 2020-21

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held virtually, on May 21, 2020 at 4:30 p.m.

The meeting was called to order by _____.

PRESENT:

ABSENT:

RESOLUTION

With the assistance of Kellogg & Sovereign Consulting (E-Rate Advisors), KDL has filed FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products as detailed in the attached report, "E-Rate Requests, FY 2020", for the fiscal year 07/01/2020-06/30/2021.

Be it resolved that the governing board for **Kent District Library**

1. Authorizes payment of the KDL's share subject to the following conditions:
 - (1) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
 - (2) receipt of products and/or services during the fiscal year 07/01/2019-06/30/2020.

Application #	Pre-Discount Amount	E-Rate Amount	Non E-Rate Amount	Applicant's Share
201035298	\$827,325.00	\$744,592.50	\$ 707,946.12	\$790,678.62
201035829	\$129,533.74	\$110,103.68	0	\$19,430.06
Totals	\$956,858.74	\$ 854,696.18	\$ 707,946.12	\$810,108.68

E-Rate Requests, FY 2020 (07/01/2020-06/30/2021)**Applicant Name:** KENT DISTRICT LIBRARY**Billed Entity #:**131573

471 App#	FRN	Service Provider	SPIN	Category	Pre-Disc Amount	Disc	Requested Amount	Applicant Share
201035298	2099063405	Everstream GLC Holding Company LLC	143049465	Data Transmission And/or Internet Access	51,000.00	90%	45,900.00	5,100.00
	2099063434	Everstream GLC Holding Company LLC	143049465	Data Transmission And/or Internet Access	637,575.00	90%	573,817.50	63,757.50
	2099063482	Everstream GLC Holding Company LLC	143049465	Data Transmission And/or Internet Access	30,750.00	90%	27,675.00	3,075.00
	2099071204	IP Consulting Inc.	143044095	Data Transmission And/or Internet Access	108,000.00	90%	97,200.00	10,800.00

Totals for 471 App # 201035298: 827,325.00 744,592.50 82,732.50

471 App#	FRN	Service Provider	SPIN	Category	Pre-Disc Amount	Disc	Requested Amount	Applicant Share
201035829	2099070392	Presidio Networked Solutions Group LLC	143005378	Internal Connections	111,333.74	85%	94,633.68	16,700.06
	2099070667	CDWG	143005378	Internal Connections	18,200.00	85%	15,470.00	2,730.00

Totals for 471 App # 201035829: 129,533.74 110,103.68 19,430.06

Non E-Rate Costs for Data Center Project

471 App#	FRN	Service Provider	SPIN	Category	Pre-Disc Amount	Disc	Requested Amount	Applicant Share
NA	NA	IP Consulting Inc.	NA	Data Center Non E-Rate Costs	\$ 707,946.12	NA	\$ 707,946.12	\$ 707,946.12

Totals for Billed Entity # 131573: \$1,664,804.86 \$1,562,642.30 \$810,108.68

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves and adopts the Schools & Libraries Universal Services (e-rate) for 2020-21.

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 21st day of May 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 May 21, 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: May 21, 2020

Allie Bush Idema, KDL Board Secretary



RESOLUTION KENT DISTRICT LIBRARY BOARD OF TRUSTEES

2nd 2020 BUDGET AMENDMENT – EXPLANATION OF REQUESTED AMENDMENT

The following suggested amendment to the General Fund budget is designed to increase 2020 budgeted expenditures to allow for purchases required to open the Amy Van Andel Library and Community Center. KDL recommends this project be funded by approving these funds (totaling \$830,000) from the Committed Capital Projects fund balance.

As of the most recent audited financials (12/31/18), the Committed Capital Projects fund balance was \$3,862,388. This includes \$1,500,000 that was committed in October and December 2017 for necessary purchases for the new Ada branch. Following this budget amendment there will be \$670,000 remaining in the Committed Capital Projects fund balance for any additional purchases needed for the branch.

1. \$500,000 Increase to Collections - Physical

This increase is to cover the estimated cost of the opening day materials collection for the branch.

2. \$330,000 Increase to Capital Outlay

This increase is to cover estimated costs for new equipment to be housed at the branch:

- a. \$275,000 – IT equipment
- b. \$50,000 – Interactive exhibit equipment
- c. \$5,000 – Podcast room equipment



RESOLUTION

Second 2020 Budget Amendment

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held virtually, on May 21, 2020 at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

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

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves and adopts the General Fund Budget Amendment for 2020 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 21st day of May 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 May 21, 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: May 21, 2020

Shirley Bruursema, KDL Board Chair

Allie Bush Idema, KDL Board Secretary

**KENT DISTRICT LIBRARY
GENERAL FUND OPERATING
2020 BUDGET - 2ND AMENDMENT**

REVENUES:	AMENDED	PROPOSED AMENDMENTS	PROPOSED REVISED
Property Taxes	23,331,338		23,331,338
Penal Fines	795,000		795,000
Charges for services	138,000		138,000
Interest Income	302,500		302,500
Public Donations	437,020		437,020
Other revenue	549,700		549,700
State Sources	894,140		894,140
TOTAL REVENUES & OTHER FINANCING SOURCES	26,447,698	-	26,447,698

EXPENDITURES:

Salaries and Wages	12,666,513		12,666,513
Employee Benefits	3,927,954		3,927,954
Collections - Digital	1,849,223		1,849,223
Collections - Physical	2,173,390	500,000	2,673,390
Supplies	970,578		970,578
Contractual and Professional Services	1,520,083		1,520,083
Programming and Outreach	327,453		327,453
Maintenance and Utilities	1,998,906		1,998,906
Staff Development	371,025		371,025
Board Development	25,280		25,280
Other Expenditures	963,296		963,296
Capital Outlay	754,852	330,000	1,084,852
TOTAL EXPENDITURES & OTHER FINANCING USES	27,548,552	830,000	28,378,552
EXCESS OVER / UNDER	(1,100,854)	(830,000)	(1,930,854)