

Kent  
District  
Library



-07-

BOARD OF TRUSTEES  
MEETING PACKET

JULY 2020



# BOARD OF TRUSTEES

## Meeting Agenda

### LOCATION

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

### DATE & TIME

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

#### 1. CALL TO ORDER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: May 21, 2020

#### 4. LIAISON REPRESENTATIVE COMMENTS

#### 5. PUBLIC COMMENTS\*\*

#### 6. 2019 AUDIT REPORT – Maner Costerisan

#### 7. FINANCE REPORTS – May & June 2020\*

#### 8. LAKELAND LIBRARY COOPERATIVE REPORT

#### 9. DIRECTOR’S REPORT – June 2020

#### 10. FUND DEVELOPMENT REPORT – June 2020

#### 11. NEW BUSINESS

- A. TBBC Presentation: Shelley Roossien
- B. Update: Director Werner’s 2020 Goals
- C. KDL Policy Manual—Section 3: Facilities + Operations—*First Reading\**
- D. Resolution: Truth in Taxation

*Roll Call Vote\**

#### 12. LIAISON REPRESENTATIVE COMMENTS

#### 13. PUBLIC COMMENTS\*\*

#### 14. BOARD MEMBER COMMENTS

#### 15. MEETING DATES

Next Regular Meeting: Thursday, Aug. 20, 2020 – KDL Service & Meeting Center, 4:30 PM.

#### 16. ADJOURNMENT



# BOARD OF TRUSTEES

## LOCATION

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

## DATE + TIME

Thursday, May 21, 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, Brian Mortimore, Jared Olson, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

**GUESTS PRESENT:** Tim Emmitt

### 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: April 16, 2020

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

**Support:** Supported by Ms. Gilreath-Watts.

**RESULT:** Motion carried.

### 4. LIAISON REPRESENTATIVE COMMENTS – Director Werner spoke on behalf of Bill Brinkman, who wished to expressed his regrets that he was not able to attend the meeting, but wanted to report that Plainfield Township will be hosting its traditional Memorial Day service as a virtual event. As part of the festivities, township board member Ben Green will be singing the national anthem.

### 5. PUBLIC COMMENTS\*\* – None.

### 6. FINANCE REPORTS – April 2020\*

The Acting Director of Finance gave a brief overview of the 2020 year-to-date financials:

- Cash appears to be up \$9.4M over the previous year, but is actually only up about \$400K from year-to-year due to an outstanding transfer of \$9M in 2019.
- KDL is 33% through the fiscal year, has received approximately 86.8% of budgeted annual revenues and has spent approximately 31.7% of budgeted expenditures.
- The largest checks written for the month of April were to OverDrive, Inc. in the amount of \$300,000 for digital content and to Bibliotheca credit in the amount of \$144,868 for the annual Self Check lease payment. There were four separate checks paid to Priority Health due to a delay in billing. Because of this, all invoices had to be paid at once.
- The voided check report included one check for an event that was cancelled. Although KDL usually pays performers if KDL has to cancel for any reason, this was against the performer's own policy and so the check was returned to KDL uncashed.

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

**Support:** Supported by Ms. Idema.

**RESULT:** Motion carried.

## **7. LAKELAND LIBRARY COOPERATIVE REPORT**

Ms. Bruursema noted the following items from the May 14, 2020 virtual meeting:

- LLC Libraries are currently gearing back up for re-opening, book returns and curbside pickup. A 72-hour quarantine protocol may be in the works for all returned materials.
- Temporary fine free implementation is currently underway until September 1, 2020.

## **8. DIRECTOR'S REPORT – April 2020**

- Director Werner is proud of the KDL crew and the hard work that staff members have put into programming and re-opening plans, as well as ensuring that a large number of wifi hotspots are available for patrons and staff. Additionally, Mr. Werner is proud of how staff have stepped up and adopted new technology in the wake of the government shutdown. As an organization, KDL is coming out of quarantine more highly trained than going into it.

Claire Horlings gave the following update on Fund Development:

- As of this meeting, KDL has raised approximately \$24,600 in Summer Wonder donations, with generous help from Friends Groups, the Alliance of Friends and other individual donations.
- In regards to KDL's spring appeal, approximately \$4,005 has been raised, including a \$1,000 pledge.
- As compared to last year, this represents a 180% increase in donations without KDL sending out a single letter to the community.
- With public health in mind, the Fall 2020 Literary Libations Gala will be transitioned to an exclusive access online format. Making the decision now will give KDL enough time to produce a professional virtual experience for guests, instead of having to scramble.
- As of May 15, 2020, approximately \$26,400 have been raised in support of the Gala, with an additional \$19,000 raised in pledges. Revenue decline is anticipated.

The Board asked questions of staff and staff responded.

## 9. NEW BUSINESS

### A. Election of KDL Board Secretary\*

**Motion:** Mr. Myers moved to appoint Ms. Gilreath-Watts as KDL Board of Trustees Secretary for the remainder of the 2020 calendar year.

**Support:** Supported by Mr. Noreen (and Ms. Idema).

**RESULT:** Motion carried.

### B. KDL Board Training Plan & Dates

Chair Bruursema presented possible dates and times for the Board to attend the annual training retreat, with Ms. Weller heading up the plan. As of now, a date is tentatively set for August 10, pending location and guest speaker availability.

### C. Strategic Plan 2021-2023: Tim Emmitt

Tim Emmitt presented on the current status of the 2021-2023 strategic plan, highlighting that the Leadership Team is currently focused on business plan goals while seeking Board and management input on operational goals.

### D. KDL Policy Manual – Section 2: Circulation—*First Reading*

**Motion:** Ms. Weller moved to approve changes to section 2 of the KDL Policy Manual as presented.

**Support:** Supported by Ms. Gilreath-Watts.

**RESULT:** Motion carried.

### E. Issue Analysis: Datacenter Colocation—*First Reading*

*Roll Call Vote*

Kurt Stevens presented on KDL's request for alternative server and backup server support, citing previous issues with IT hardware and a lack of reliability in current circumstances. With this in mind, KDL recommends IT Consulting as its preferred vendor for datacenter colocation.

**Motion:** Mr. Myers moved to approve the Datacenter Colocation as presented.

**Support:** Supported by Ms. Oliver.

Ms. Bruursema—Yes	Mr. Erlewein—No	Ms. Gilreath-Watts—Yes	Ms. Idema—No
Mr. Myers—Yes	Mr. Noreen—Yes	Ms. Oliver—Yes	Ms. Weller—Yes

**RESULT:** Motion carried 6-2.

### F. Issue Analysis: Firewall

*Roll Call Vote*

As part of the datacenter colocation, KDL will also require a smaller firewall for the Service Center as the large firewall will be moved to occupy the same space as the new datacenter. Kurt Stevens highlighted that the annual eRate for 2020 will cover 80% of these costs.

**Motion:** Mr. Noreen moved to approve the proposal for the KDL Firewall 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.

### G. Resolution: eRate

*Roll Call Vote*

**Motion:** Mr. Noreen moved to approve the resolution for eRate 2021-2023 as presented.

**Support:** Supported by Ms. Gilreath-Watts.

Ms. Bruursema—Yes    Mr. Erlewein—Yes    Ms. Gilreath-Watts—Yes    Ms. Idema—Yes  
Mr. Myers—Yes    Mr. Noreen—Yes    Ms. Oliver—Yes    Ms. Weller—Yes  
**RESULT: Motion carried 8-0.**

H. Resolution: Second 2020 Budget Amendment *Roll Call Vote*  
This budget amendment moves \$831K of the \$1.5M committed funds to the Ada branch operating budget so that management can begin to purchase necessary items for opening day.  
**Motion: Mr. Myers moved to approve the resolution for the second 2020 budget amendment as presented.**

**Support: Supported by Ms. Oliver.**

Ms. Bruursema—Yes    Mr. Erlewein—Yes    Ms. Gilreath-Watts—Yes    Ms. Idema—Yes  
Mr. Myers—Yes    Mr. Noreen—Yes    Ms. Oliver—Yes    Ms. Weller—Yes  
**RESULT: Motion carried 8-0.**

**10. LIAISON REPRESENTATIVE COMMENTS – None.**

**11. PUBLIC COMMENTS\*\* - None.**

**12. BOARD MEMBER COMMENTS**

**Ms. Bruursema** – Ms. Bruursema remarked that things have been busy as always, including new work with the strategic plan and ongoing millage campaigns. She wished Ms. Idema all the best with her growing family and new life ventures.

**Mr. Erlewein** – Mr. Erlewein cited the recent cleaning and disinfecting of the Service Center ductwork and asked if KDL had plans for the branches to be disinfected as well. Ms. Dorfman offered that while KDL is prioritizing cleanliness and safety at all levels of the organization, it is ultimately up to the municipalities to plan for and approve this work.

**Ms. Gilreath-Watts** – As an educator, Ms. Gilreath-Watts is especially eager for this pandemic to be over. She specifically thanked Ms. Idema for her continued thoughtfulness, wisdom and kindness during her years of service on the board.

**Ms. Idema** – Ms. Idema is sad to leave the Board of Trustees, but remains excited for what the future holds. Additionally, she expressed eagerness to be of service should it ever be needed.

**Mr. Myers** – Echoing the sentiments of his fellow board members, Mr. Myers also thanked Ms. Idema for her service to the board and looks forward to following her future career. In closing, he congratulated Brian Mortimore on his nine year anniversary with KDL and Lindsey Dorfman on her four year anniversary with KDL.

**Mr. Noreen** – Mr. Noreen looks forward to meeting in person again and acknowledges that all staff at his representative branches have been busy and working hard.

**Ms. Oliver** – While she wishes for everyone to stay healthy and safe, Ms. Oliver also looks forward to the library opening again, along with salons, restaurants and other businesses.

**Ms. Weller** – Besides her exhaustion and boredom during this time of quarantine, Ms. Weller is especially looking forward to seeing her grandchildren, her friends and her KDL family again once this time of quarantine is over.

### **13. MEETING DATES**

*Regular Meeting: Thursday, June 18, 2020 – KDL Service & Meeting Center, 4:30 PM.*

### **14. ADJOURNMENT**

**Motion:** Ms. Oliver moved for adjournment at 6:16 PM.

**Support:** Supported by Ms. Gilreath-Watts.

**RESULT:** Motion carried.

A handwritten signature in black ink, appearing to read "Sam M.", with a long horizontal line extending to the right.

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**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2020 Through 5/31/2020

Check Number	Vendor Name	Check Amount	Check Date
201090000825	Priority Health	126,178.11	5/4/2020
79349	Bibliotheca, LLC	82,000.00	5/7/2020
04172020	The Huntington Bank - Michigan	58,915.91	5/1/2020
79381	Everstream Holding LLC- Michigan	49,317.74	5/20/2020
79363	Midwest Collaborative For Library Services	34,904.10	5/7/2020
79356	Cengage Learning	29,875.00	5/7/2020
79408	Vanguard Fire & Security Systems Inc	16,437.87	5/20/2020
79410	Holland Litho Printing Services	14,714.96	5/27/2020
79392	Maner Costerisan	14,192.40	5/20/2020
03-01-20Priorit	Priority Health	12,590.12	5/1/2020
04-01-20Priorit	Priority Health	12,567.73	5/1/2020
2010600001701	Priority Health	12,567.73	5/1/2020
01-01-20Priorit	Priority Health	12,298.78	5/1/2020
02-01-20Priorit	Priority Health	12,298.78	5/1/2020
79377	Comerica Bank	11,858.93	5/20/2020
79399	RNL Graphics Solutions, LLC	11,602.50	5/20/2020
79384	GR Bikes, LLC	10,000.00	5/20/2020
05192020	The Huntington Bank - Michigan	8,919.98	5/19/2020
79391	LBK Ltd / Modernistic Carpet Cleaning and Restoration	7,375.00	5/20/2020
79378	Darius Quinn / Quinn Consulting Services	7,315.00	5/20/2020
9851624782	Verizon Wireless - MiFy Routers & Cell phones	6,775.74	5/5/2020
79343	Abila	5,909.00	5/7/2020
79396	Northeast Print House	4,622.53	5/20/2020
79407	UAW Local 2600	4,214.81	5/20/2020
79383	Governmental Consultant Services Inc.	4,000.00	5/20/2020
79351	City Of Wyoming - Treasurer's Office	3,242.19	5/7/2020
79354	DK Security	3,166.60	5/7/2020
79357	Interpersonal Frequency	3,018.75	5/7/2020
9851624781	Verizon Wireless - MiFy Routers & Cell phones	2,941.52	5/5/2020
204387942184	Consumers Energy	2,827.31	5/4/2020
79403	Sirsidynix	2,810.00	5/20/2020
79393	Morneau Shepell Limited	2,485.20	5/20/2020
79387	Kalamazoo Sanitary Supply / KSS Enterprises	2,428.30	5/20/2020
INV00845522	Paycor, Inc.	2,208.46	5/15/2020
193691	TelNet Worldwide, Inc.	2,091.32	5/26/2020
1054021-0520	PLIC - SBD Grand Island	2,010.95	5/13/2020
79346	Advanced Benefit Solutions, Inc / 44 North	1,822.00	5/7/2020
466441	123.Net, Inc	1,724.00	5/8/2020
79360	Lasers Resource	1,398.35	5/7/2020
79367	Thomas Klise/Crimson Multimedia	1,320.00	5/7/2020
79394	MorningStar Health	1,318.60	5/20/2020
79411	Juan Fernandez	1,160.35	5/27/2020
79388	Kent Intermediate School District	867.00	5/20/2020
0020326757-0320	Dte Energy	866.93	5/1/2020
79365	Sirsidynix	833.00	5/7/2020
206612511108	Consumers Energy	808.55	5/8/2020
79359	Kalamazoo Sanitary Supply / KSS Enterprises	788.76	5/7/2020
79382	Foster, Swift, Collins & Smith, P.C.	722.00	5/20/2020
79395	Nationwide	718.54	5/20/2020
79348	Anthony Carpenter	700.00	5/7/2020
INV00810868	Paycor, Inc.	561.50	5/1/2020

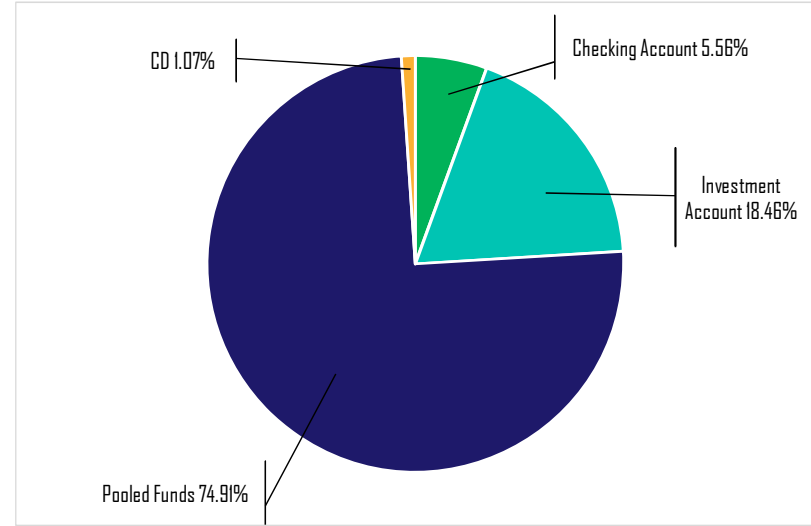
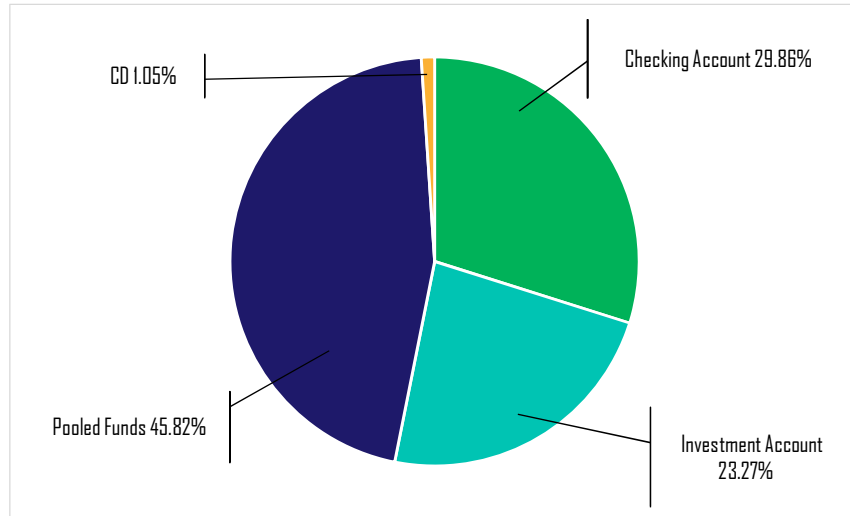


**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2020 Through 5/31/2020

Check Number	Vendor Name	Check Amount	Check Date
INV00879935	Paycor, Inc.	557.00	5/29/2020
79390	Lasers Resource	541.45	5/20/2020
79347	All Season Lawn Care	502.83	5/7/2020
79371	All Season Lawn Care	502.83	5/20/2020
79358	Joseph Emory / MyAir Productions	500.00	5/7/2020
79398	Plainfield Charter Township	466.60	5/20/2020
RIS0002752439	Delta Dental Of Michigan	453.96	5/11/2020
79389	Kentwood Public Schools	375.00	5/20/2020
79385	Greatamerica Financial Svcs.	356.04	5/20/2020
79379	DK Security	353.44	5/20/2020
79369	Vanguard Fire & Security Systems Inc	336.50	5/7/2020
79355	Foster, Swift, Collins & Smith, P.C.	323.00	5/7/2020
79361	Legal Shield	310.00	5/7/2020
79409	D.K. Agencies (P) LTD.	268.40	5/27/2020
79352	Comcast Cable	218.40	5/7/2020
79350	Blackstone Audio Inc	205.98	5/7/2020
79344	Absopure Water Company	203.75	5/7/2020
013015	Medtipster.com, LLC.	173.91	5/15/2020
79380	Employee Assistance Center (EAC)	170.00	5/20/2020
79386	Heart Of West Michigan United Way	160.00	5/20/2020
79376	Comcast Cable	134.90	5/20/2020
79353	Comcast Cable	124.90	5/7/2020
79404	Staples Business Advantage	122.15	5/20/2020
79362	Lewis Paper	108.75	5/7/2020
79345	Ada Mobile Wash	100.00	5/7/2020
79366	TASC	94.02	5/7/2020
79364	MLA- Michigan Library Association	85.00	5/7/2020
79368	Tricia van Zelst	83.70	5/7/2020
9853724429	Verizon Wireless - MiFy Routers & Cell phones	83.08	5/5/2020
79406	Tricia van Zelst	72.85	5/20/2020
79405	Thomas Noreen	30.00	5/20/2020
79400	Sarah Ann Weller	30.00	5/20/2020
79401	Sheri Gilreath-Watts	30.00	5/20/2020
79402	Shirley Bruursema	30.00	5/20/2020
79372	Allie Marie Idema	30.00	5/20/2020
79373	Andrew Erlewein	30.00	5/20/2020
79374	Caitlin S. Oliver	30.00	5/20/2020
79375	Charles R. Myers	30.00	5/20/2020
79370	Absopure Water Company	24.00	5/20/2020
79397	Performance Assessment Network	10.00	5/20/2020
200140005625	Priority Health	(410.97)	5/1/2020
4152020	The Huntington Bank - Michigan	(58,885.91)	5/1/2020
Report Total		565,258.46	



## Monthly Cash Position Per Bank Month ended May 31



2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$7,742,940.48
Huntington Investment Account	0.099%	\$6,034,110.01
*Kent County Pooled Funds	1.390%	\$11,881,579.71
First National Bank	2.580%	\$272,130.47
		<u>\$25,930,760.67</u>

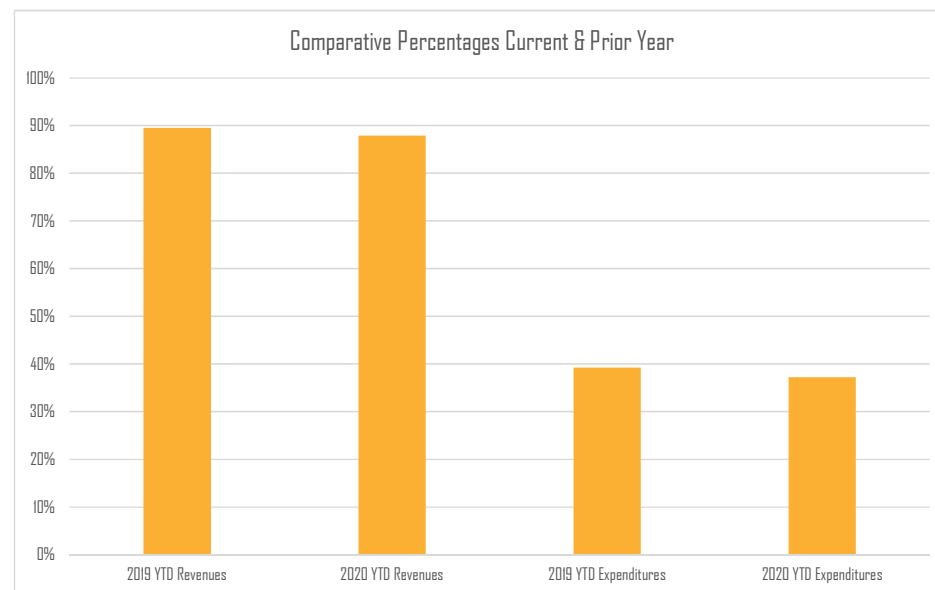
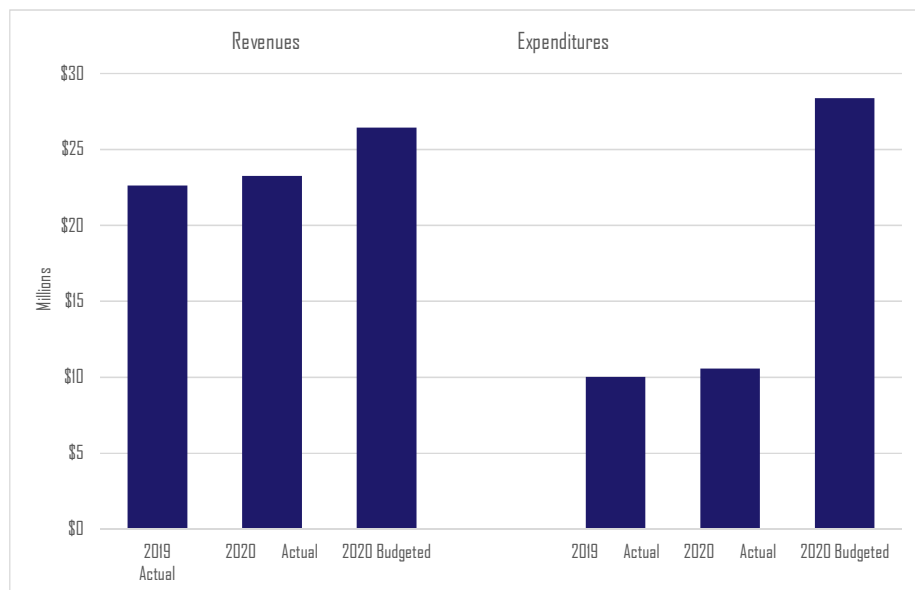
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$1,379,248.41
Huntington Investment Account	1.510%	\$4,577,894.49
*Kent County Pooled Funds	2.278%	\$18,573,174.12
First National Bank	2.030%	\$265,674.95
		<u>\$24,795,991.97</u>

\* Includes Trust Pooled fund balances

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



## Monthly Revenues and Expenditures Month ended May 31



### Budget to Actual with Prior Year Comparison

#### Revenues

2019 Actual	\$	22,637,827
2020 Actual	\$	23,254,730
2020 Budgeted	\$	26,447,698

#### Expenditures

2019 Actual	\$	10,036,717
2020 Actual	\$	10,572,174
2020 Budgeted	\$	28,378,552

### Comparative Percentages Current & Prior Year

#### Account

Account	Amount
2019 YTD Revenues	89.5%
2020 YTD Revenues	87.9%
2019 YTD Expenditures	39.3%
2020 YTD Expenditures	37.3%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2020 Through 5/31/2020  
(In Whole Numbers)

	YTD Actual	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	22,587,304	23,331,338	(744,034)	(3)%
Penal Fines	0	795,000	(795,000)	(100)%
Charges for Services	36,104	138,000	(101,896)	(74)%
Interest Income	85,627	302,500	(216,873)	(72)%
Public Donations	101,820	437,020	(335,200)	(77)%
Other Revenue	266,304	549,700	(283,396)	(52)%
State Sources	177,569	894,140	(716,571)	(80)%
Total Revenues	23,254,730	26,447,698	(3,192,968)	(12)%
Expenditures				
Salaries and Wages	5,068,238	12,666,513	7,598,275	60 %
Employee Benefits	1,573,740	3,927,954	2,354,215	60 %
Collections - Digital	1,127,581	1,849,223	721,642	39 %
Collections - Physical	444,008	2,673,390	2,229,382	83 %
Supplies	306,869	970,578	663,709	68 %
Contractual and Professional Services	559,549	1,520,083	960,534	63 %
Programming and Outreach	70,982	327,453	256,471	78 %
Maintenance and Utilities	786,554	1,998,906	1,212,352	61 %
Staff Development	85,995	371,025	285,030	77 %
Board Development	125	25,280	25,155	100 %
Other Expenditures	279,536	963,296	683,760	71 %
Capital Outlay	268,998	1,084,852	815,854	75 %
Total Expenditures	10,572,174	28,378,552	17,806,378	63 %
Excess Revenue Over (Under) Expenditures	12,682,556	(1,930,854)	14,613,410	(757)%

Kent District Library  
Statement of Revenues and Expenditures  
245 - Business Consulting Special Revenue Fund  
From 5/1/2020 Through 5/31/2020  
(In Whole Numbers)

YTD Actual

Expenditures	
Salaries and Wages	2,600
Employee Benefits	650
Maintenance and Utilities	500
Other Expenditures	1,876
Total Expenditures	5,626
Excess Revenue Over (Under) Expenditures	(5,626)

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2020 Through 5/31/2020  
(In Whole Numbers)

	YTD Ending May 31, 2019	YTD Ending May 31, 2020	Total Variance
Revenues			
Property Taxes	21,637,242	22,587,304	950,062
Charges for Services	104,463	36,104	(68,359)
Interest Income	96,868	85,627	(11,240)
Public Donations	141,672	101,820	(39,852)
Other Revenue	480,012	266,304	(213,708)
State Sources	177,569	177,569	0
Total Revenues	22,637,827	23,254,730	616,903
Expenditures			
Salaries and Wages	4,636,569	5,068,238	431,669
Employee Benefits	1,506,208	1,573,740	67,531
Collections - Digital	896,470	1,127,581	231,111
Collections - Physical	902,162	444,008	(458,154)
Supplies	206,675	306,869	100,194
Contractual and Professional Services	616,454	559,549	(56,905)
Programming and Outreach	79,950	70,982	(8,968)
Maintenance and Utilities	807,051	786,554	(20,497)
Staff Development	52,372	85,995	33,623
Board Development	690	125	(565)
Other Expenditures	327,915	279,536	(48,379)
Capital Outlay	4,201	268,998	264,796
Total Expenditures	10,036,717	10,572,174	535,457
Excess Revenue Over (Under) Expenditures	12,601,110	12,682,556	81,446

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2020 Through 5/31/2020  
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
Property Taxes					
4402 Current property taxes	2,647	22,458,420	23,128,111	(669,691)	(3)%
4412 Delinquent personal property taxes	522	3,892	25,000	(21,108)	(84)%
4432 DNR - PILT	0	14,788	14,000	788	6 %
4437 Industrial facilities taxes	406	110,205	164,227	(54,022)	(33)%
Total Property Taxes	3,575	22,587,304	23,331,338	(744,034)	(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	0	24,076	100,000	(75,924)	(76)%
4660 Other Patron Fees	0	1,405	5,000	(3,595)	(72)%
4685 Materials replacement charges	143	10,623	33,000	(22,377)	(68)%
Total Charges for Services	143	36,104	138,000	(101,896)	(74)%
Interest Income					
4664 Interest Earned on Restricted Investments	68	334	0	334	0 %
4665 Interest earned on deposits and investments	14,883	83,853	300,000	(216,147)	(72)%
4666 Interest Earned - Property Taxes	56	1,440	2,500	(1,060)	(42)%
Total Interest Income	15,008	85,627	302,500	(216,873)	(72)%
Public Donations					
4673 Restricted donations	1,837	93,141	157,020	(63,879)	(41)%
4674 Unrestricted donations	1,024	8,680	280,000	(271,320)	(97)%
Total Public Donations	2,861	101,820	437,020	(335,200)	(77)%
Other Revenue					
4502 Universal Service Fund - eRate	118,363	237,847	515,200	(277,353)	(54)%
4583 Contributions from public schools	0	25,000	25,000	0	0 %
4667 Building rental	0	630	5,000	(4,370)	(87)%
4668 Royalties	27	1,486	4,500	(3,014)	(67)%
4676 Reimbursement of expenditures	411	412	0	412	0 %
4686 Sale of Equipment	0	95	0	95	0 %
4688 Miscellaneous	95	833	0	833	0 %
Total Other Revenue	118,896	266,304	549,700	(283,396)	(52)%
State Sources					
4540 State Aid	157,033	157,033	314,067	(157,034)	(50)%
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	157,033	177,569	894,140	(716,571)	(80)%
Total Revenues	297,515	23,254,730	26,447,698	(3,192,968)	(12)%
<b>Expenditures</b>					
Salaries and Wages					
5700 Board Stipend	480	990	3,720	2,730	73 %
5706 Extra duty stipends	350	2,150	6,500	4,350	67 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2020 Through 5/31/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5710	Contra Salaries and Wages - Consulting Admin	(520)	(2,600)	0	2,600	0 %
5713	Salary & Wages	1,354,856	5,067,698	12,656,293	7,588,595	60 %
	Total Salaries and Wages	1,355,166	5,068,238	12,666,513	7,598,275	60 %
	Employee Benefits					
5709	FICA	100,871	376,227	963,936	587,708	61 %
5717	Defined Contribution Pension Plan Contributions	52,443	193,455	688,178	494,723	72 %
5718	Employee Health Benefits	107,435	610,383	1,640,731	1,030,348	63 %
5720	HSA/Flex	0	349,200	389,820	40,620	10 %
5723	Retiree Health Care OPEB	150	750	1,800	1,050	58 %
5724	Life Insurance	2,258	11,187	29,798	18,611	62 %
5725	Additional Life Insurance	1,013	7,498	25,934	18,436	71 %
5727	Gradifi Student Loan Assistance	0	16,275	148,283	132,008	89 %
5728	YMCA Membership Support	60	360	15,480	15,120	98 %
5730	Other Employee Benefits	(130)	9,054	13,994	4,940	35 %
5735	Contra Employee Benefits - Consulting Admin	(130)	(650)	0	650	0 %
5842	Unemployment Claims	0	0	10,000	10,000	100 %
	Total Employee Benefits	263,969	1,573,740	3,927,954	2,354,215	60 %
	Collections - Digital					
5785	Cloud Library/OverDrive	0	639,188	1,218,000	578,813	48 %
5786	Hoopla	0	172,000	252,000	80,000	32 %
5787	Digital Collection	0	107,650	118,635	10,985	9 %
5788	Miscellaneous Electronic Access	0	208,743	260,588	51,845	20 %
	Total Collections - Digital	0	1,127,581	1,849,223	721,642	39 %
	Collections - Physical					
5791	Subscriptions	(363)	69,061	74,460	5,399	7 %
5815	KDL Cruisers	10,000	10,000	29,000	19,000	66 %
5871	Branch Local Materials - Restricted Donation Expenditures	0	1,392	13,050	11,658	89 %
5982	Collection Materials - Depreciable	465	247,113	1,654,875	1,407,762	85 %
5983	CD/DVD Collection Materials - Non-Depreciable	194	83,629	729,965	646,336	89 %
5984	Beyond Books Collection - Non-Depreciable	7,312	32,813	172,040	139,227	81 %
	Total Collections - Physical	17,608	444,008	2,673,390	2,229,382	83 %
	Supplies					
5750	Processing Supplies	125	19,240	173,311	154,071	89 %
5751	Office Supplies	1,210	11,493	52,833	41,340	78 %
5752	Paper	353	4,469	27,122	22,653	84 %
5753	AV Supplies	0	1,703	17,025	15,322	91 %
5754	Disposable Technology <\$1000	128	182,478	351,684	169,206	48 %
5755	Maintenance Supplies - Custodial	699	4,251	11,841	7,590	64 %
5756	Water Cooler	0	896	7,450	6,554	88 %
5757	Meeting Center Supplies	0	595	4,000	3,405	85 %
5760	Technology Accessories	(317)	3,258	23,072	19,814	86 %
5764	All-staff Supplies	0	0	30,000	30,000	100 %



**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2020 Through 5/31/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5765	Wellness Supplies	845	845	500	(345)	(69)%
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	5,097	11,328	33,235	21,907	66 %
5769	Service Awards	0	98	700	602	86 %
5770	Other Awards/Prizes	0	15,882	130,335	114,453	88 %
5771	Non-Alcoholic Beverages	272	1,106	12,660	11,554	91 %
5790	Books (not for circulation)	0	0	9,920	9,920	100 %
5799	Miscellaneous Supplies	19,155	23,547	18,358	(5,189)	(28)%
5851	Mail/Postage	15,018	17,361	9,291	(8,071)	(87)%
5900	Copier/Printer Overage Charges	1,798	5,397	48,741	43,344	89 %
	Total Supplies	44,383	306,869	970,578	663,709	68 %
	Contractual and Professional Services					
5792	Software	5,483	259,154	457,109	197,956	43 %
5801	Professional Services	1,160	9,673	187,200	177,527	95 %
5803	IT Consultant - Consulting Svcs.	555	4,640	47,000	42,360	90 %
5804	Other Consultants	7,415	37,008	39,850	2,843	7 %
5805	Audit Services	14,192	14,192	27,100	12,908	48 %
5806	Legal Services	5,716	14,969	49,500	34,531	70 %
5809	Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811	IT Contracted Services	541	4,586	75,000	70,414	94 %
5812	HR Contracted Services	0	93	3,000	2,907	97 %
5813	Delivery Services	657	31,874	146,027	114,153	78 %
5814	Security Services	875	11,039	52,162	41,123	79 %
5817	Lakeland Library Co-op services	0	2,133	4,000	1,867	47 %
5818	Shredding services	0	0	575	575	100 %
5819	Drug Screenings/background checks	30	90	3,500	3,410	97 %
5823	Inspection Services	0	912	3,200	2,288	72 %
5825	Team KDL Services	0	0	12,500	12,500	100 %
5827	Catering	(22)	1,793	31,425	29,632	94 %
5829	Custodial/cleaning services	7,375	8,794	18,500	9,706	52 %
5830	Other Contracted Services	0	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)	42	393	6,630	6,237	94 %
5890	ILS Fees	2,810	102,885	167,773	64,888	39 %
5891	Licenses and Fees	9	4,247	4,400	153	3 %
5893	Marc Records License	0	1,001	7,500	6,499	87 %
5956	Other Benefits Administration Fees	2,186	14,996	15,030	34	0 %
5957	Pension Administration Fees	0	1,513	6,600	5,087	77 %
5958	Payroll processing fees	3,327	18,923	37,000	18,077	49 %
5960	Banking Fees	0	631	4,150	3,519	85 %
5961	TSYS/Credit Card Fees	306	2,336	23,033	20,697	90 %
	Total Contractual and Professional Services	52,659	559,549	1,520,083	960,534	63 %
	Programming and Outreach					
5794	Outreach Supplies	319	2,183	29,782	27,599	93 %
5795	Programming Supplies	3,755	22,066	105,150	83,084	79 %
5865	Programming Services	(7)	12,383	44,206	31,823	72 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2020 Through 5/31/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5885	Speakers/Performers	1,500	33,862	146,955	113,093	77 %
5950	Airport Free Library	0	488	1,360	872	64 %
	Total Programming and Outreach	5,567	70,982	327,453	256,471	78 %
	Maintenance and Utilities					
5822	Maintenance Contracts	0	1,360	6,600	5,240	79 %
5848	Mobile Hotspots	1,673	5,680	14,040	8,360	60 %
5849	Cell Phones/ Stipends	2,282	10,225	34,161	23,936	70 %
5850	Telephones	2,091	11,799	50,953	39,154	77 %
5852	Internet/Telecomm Services	51,500	259,461	649,122	389,660	60 %
5918	Water/Sewer	467	929	3,800	2,871	76 %
5919	Waste Disposal	0	1,571	5,500	3,929	71 %
5920	Electric	3,636	13,834	78,000	64,166	82 %
5921	Natural Gas	867	3,486	17,000	13,514	79 %
5925	Snowplowing	0	6,429	20,000	13,571	68 %
5926	Lawn/Landscaping	503	1,006	4,200	3,194	76 %
5928	Branch Maintenance Fees	0	192,378	405,282	212,904	53 %
5929	Land Repair and Maintenance	0	306	4,200	3,894	93 %
5930	Building Repair and Maintenance	0	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	0	1,321	17,040	15,719	92 %
5933	Software & IT Hardware Maintenance Agreements	0	117,573	391,820	274,247	70 %
5934	Other Repair and Maintenance	0	0	2,250	2,250	100 %
5940	Rentals	24	149,541	161,775	12,234	8 %
5941	Printer/Copier Leases	1,374	3,357	67,787	64,430	95 %
5943	Contra Maintenance & Utilities - Consulting Admin	(100)	(500)	0	500	0 %
	Total Maintenance and Utilities	64,317	786,554	1,998,906	1,212,352	61 %
	Staff Development					
5910	Professional Development	121	14,792	107,769	92,977	86 %
5911	Conferences	(3,409)	18,689	60,060	41,371	69 %
5913	Travel/Lodging	(797)	52,513	203,196	150,683	74 %
	Total Staff Development	(4,085)	85,995	371,025	285,030	77 %
	Board Development					
5908	Board Development	125	125	4,700	4,575	97 %
5909	Board Travel/Lodging	0	0	20,580	20,580	100 %
	Total Board Development	125	125	25,280	25,155	100 %
	Other Expenditures					
5759	Gas, Oil, Grease	0	940	15,500	14,560	94 %
5860	Parking	158	654	7,710	7,056	92 %
5861	Mileage Reimbursement	230	7,213	71,122	63,909	90 %
5870	Branch Local Misc - Restricted Donation Expenditures	679	24,694	143,970	119,276	83 %
5873	Website	0	28,168	203,685	175,517	86 %
5874	Employment Advertising	0	0	1,000	1,000	100 %
5875	System Advertising	362	17,509	135,820	118,311	87 %
5879	Branch Advertising	9	47	4,040	3,994	99 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2020 Through 5/31/2020  
(In Whole Numbers)

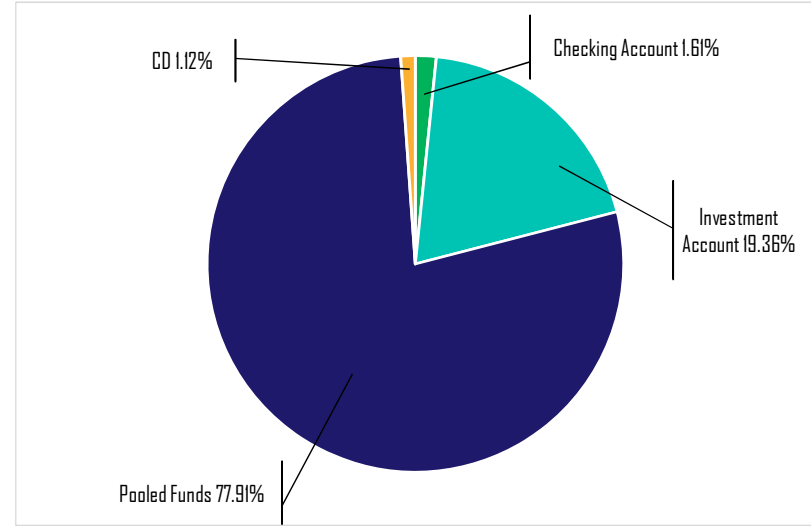
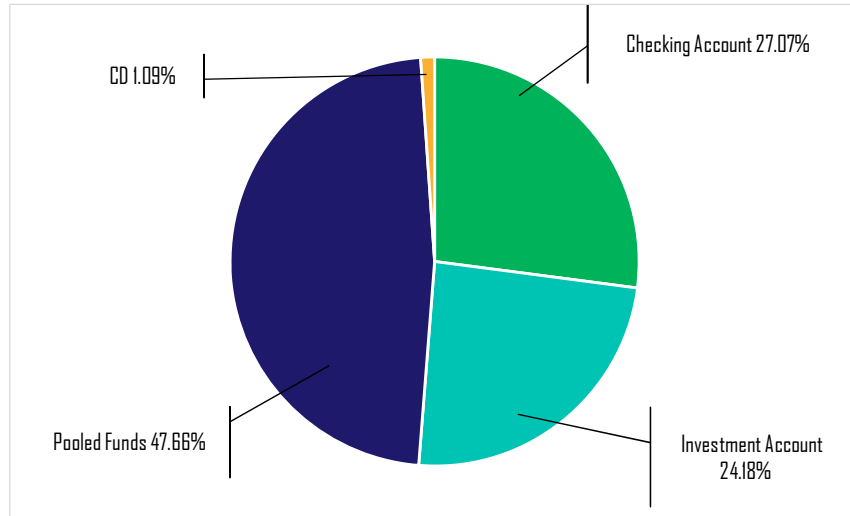
		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5884	Royalty Free Creative(Photography, Video, etc)	0	1,599	11,500	9,901	86 %
5901	Outsourced Printing & Publishing	0	8,811	53,500	44,689	84 %
5906	Promotions/Marketing	(83)	1,708	9,145	7,438	81 %
5912	Meetings	26	3,406	24,875	21,469	86 %
5915	Memberships	450	44,296	61,237	16,941	28 %
5916	Dues and Fees	(60)	2,478	6,727	4,249	63 %
5935	Property Liability Insurance	(39)	57,568	62,920	5,352	9 %
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 %
5942	Errors and Omissions Insurance	3	3	0	(3)	0 %
5955	Miscellaneous	(90)	23	16,415	16,392	100 %
5959	Sales Taxes	2	4	500	496	99 %
5964	Property Tax Reimbursement	0	24,855	49,000	24,145	49 %
5965	MEL Return Items	0	541	3,000	2,459	82 %
	Total Other Expenditures	1,649	279,536	963,296	683,760	71 %
	Capital Outlay					
5974	Land Improvements - Depreciable	7,756	7,756	0	(7,756)	0 %
5975	Building Improvements - Non-Depreciable	0	72	0	(72)	0 %
5976	Building Improvements - Depreciable	30,277	245,648	30,000	(215,648)	(719)%
5977	Technology - Non-Depreciable (\$1000-4999)	0	13,049	345,037	331,989	96 %
5978	Technology - Depreciable (5,000+)	0	0	624,070	624,070	100 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	0	2,473	30,645	28,172	92 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	55,100	55,100	100 %
	Total Capital Outlay	38,033	268,998	1,084,852	815,854	75 %
	Total Expenditures	1,839,390	10,572,174	28,378,552	17,806,378	63 %
	Excess Revenue Over (Under) Expenditures	(1,541,875)	12,682,556	(1,930,854)	14,613,410	(757)%

**Kent District Library**  
Check/Voucher Register - Voided Checks  
From 5/1/2020 Through 5/31/2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
79205	Gregory Foster	<u>(100.00)</u>	5/8/2020
Report Total		<u>(100.00)</u>	



## Monthly Cash Position Per Bank Month ended June 30



2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$6,754,854.73
Huntington Investment Account	0.099%	\$6,035,447.84
*Kent County Pooled Funds	1.178%	\$11,893,274.51
First National Bank	2.580%	\$272,130.47
		<u>\$24,955,707.55</u>

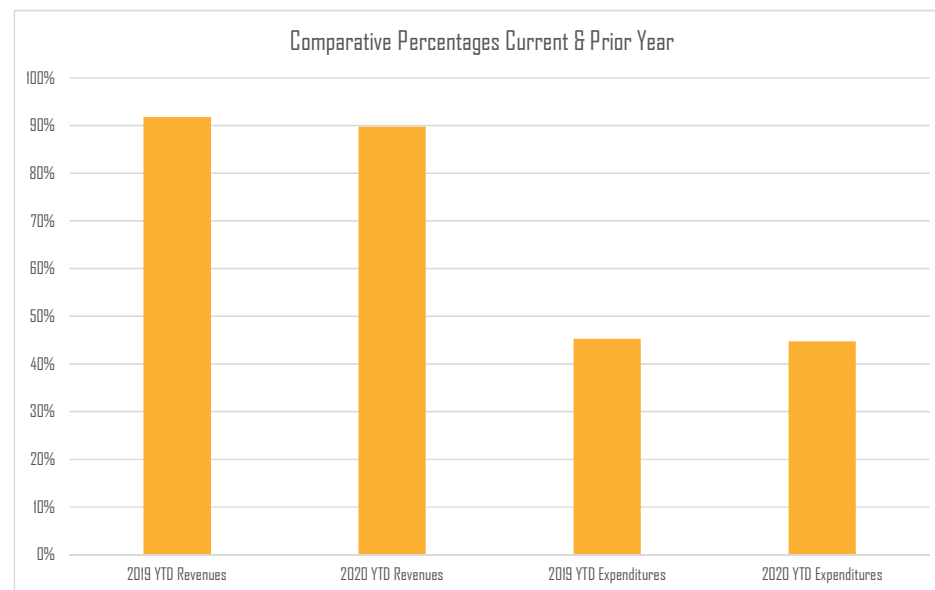
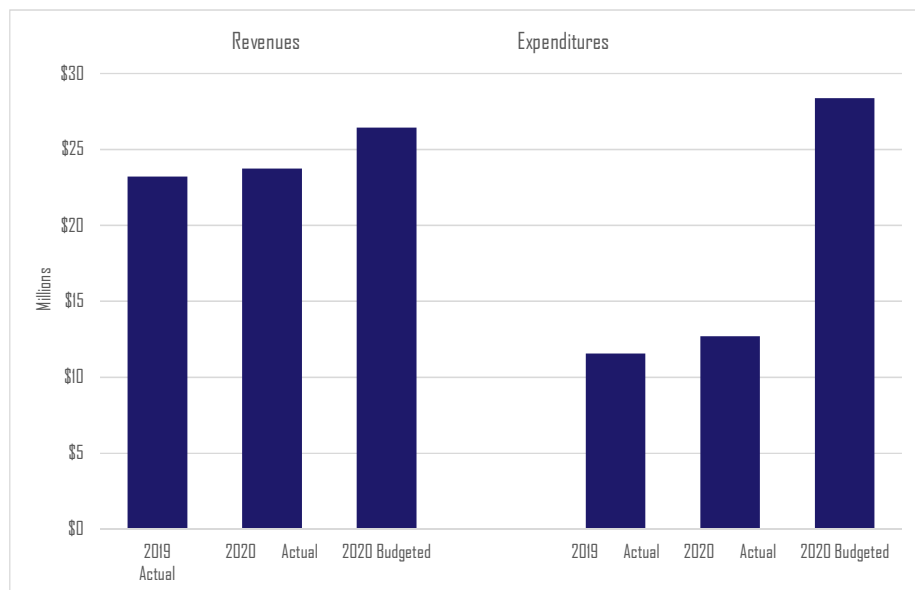
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$383,663.99
Huntington Investment Account	1.510%	\$4,625,590.75
*Kent County Pooled Funds	2.286%	\$18,610,075.35
First National Bank	2.030%	\$267,036.65
		<u>\$23,886,366.74</u>

\* Includes Trust Pooled fund balances

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



## Monthly Revenues and Expenditures Month ended June 30



### Budget to Actual with Prior Year Comparison

#### Revenues

2019 Actual	\$	23,220,532
2020 Actual	\$	23,752,844
2020 Budgeted	\$	26,447,698

#### Expenditures

2019 Actual	\$	11,578,414
2020 Actual	\$	12,705,516
2020 Budgeted	\$	28,378,552

### Comparative Percentages Current & Prior Year

#### Account

2019 YTD Revenues	91.9%
2020 YTD Revenues	89.8%
2019 YTD Expenditures	45.3%
2020 YTD Expenditures	44.8%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 6/1/2020 Through 6/30/2020  
(In Whole Numbers)

	YTD Actual	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	23,037,920	23,331,338	(293,418)	(1)%
Penal Fines	0	795,000	(795,000)	(100)%
Charges for Services	36,947	138,000	(101,053)	(73)%
Interest Income	97,868	302,500	(204,632)	(68)%
Public Donations	119,477	437,020	(317,543)	(73)%
Other Revenue	283,063	549,700	(266,637)	(49)%
State Sources	177,569	894,140	(716,571)	(80)%
Total Revenues	23,752,844	26,447,698	(2,694,854)	(10)%
Expenditures				
Salaries and Wages	5,967,567	12,666,513	6,698,946	53 %
Employee Benefits	1,805,813	3,927,954	2,122,142	54 %
Collections - Digital	1,331,332	1,849,223	517,891	28 %
Collections - Physical	709,577	2,673,390	1,963,813	73 %
Supplies	503,844	970,578	466,734	48 %
Contractual and Professional Services	617,131	1,520,083	902,951	59 %
Programming and Outreach	80,774	327,453	246,679	75 %
Maintenance and Utilities	855,917	1,998,906	1,142,989	57 %
Staff Development	85,787	371,025	285,238	77 %
Board Development	125	25,280	25,155	100 %
Other Expenditures	440,115	963,296	523,181	54 %
Capital Outlay	307,533	1,084,852	777,319	72 %
Total Expenditures	12,705,516	28,378,552	15,673,036	55 %
Excess Revenue Over (Under) Expenditures	11,047,328	(1,930,854)	12,978,182	(672)%

Kent District Library  
Statement of Revenues and Expenditures  
245 - Business Consulting Special Revenue Fund  
From 6/1/2020 Through 6/30/2020  
(In Whole Numbers)

YTD Actual

Expenditures	
Salaries and Wages	3,120
Employee Benefits	780
Maintenance and Utilities	600
Other Expenditures	1,876
Total Expenditures	6,376
Excess Revenue Over (Under) Expenditures	(6,376)



**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2020 Through 6/30/2020  
(In Whole Numbers)

	YTD Ending June 30, 2019	YTD Ending June 30, 2020	Total Variance
Revenues			
Property Taxes	22,102,503	23,037,920	935,418
Charges for Services	114,678	36,947	(77,732)
Interest Income	140,918	97,868	(43,049)
Public Donations	161,859	119,477	(42,383)
Other Revenue	523,004	283,063	(239,941)
State Sources	177,569	177,569	0
Total Revenues	23,220,532	23,752,844	532,313
Expenditures			
Salaries and Wages	5,533,026	5,967,567	434,541
Employee Benefits	1,746,417	1,805,813	59,396
Collections - Digital	897,415	1,331,332	433,917
Collections - Physical	1,036,735	709,577	(327,158)
Supplies	257,939	503,844	245,905
Contractual and Professional Services	675,041	617,131	(57,910)
Programming and Outreach	120,142	80,774	(39,367)
Maintenance and Utilities	880,035	855,917	(24,118)
Staff Development	61,933	85,787	23,854
Board Development	2,729	125	(2,604)
Other Expenditures	340,320	440,115	99,796
Capital Outlay	26,682	307,533	280,852
Total Expenditures	11,578,414	12,705,516	1,127,103
Excess Revenue Over (Under) Expenditures	11,642,118	11,047,328	(594,790)

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 6/1/2020 Through 6/30/2020  
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
<b>Property Taxes</b>					
4402 Current property taxes	449,307	22,907,727	23,128,111	(220,384)	(1)%
4412 Delinquent personal property taxes	29	3,920	25,000	(21,080)	(84)%
4432 DNR - PILT	1,280	16,068	14,000	2,068	15 %
4437 Industrial facilities taxes	0	110,205	164,227	(54,022)	(33)%
Total Property Taxes	450,616	23,037,920	23,331,338	(293,418)	(1)%
<b>Penal Fines</b>					
4581 Penal fines	0	0	795,000	(795,000)	(100)%
Total Penal Fines	0	0	795,000	(795,000)	(100)%
<b>Charges for Services</b>					
4650 Printing/fax fees	0	24,076	100,000	(75,924)	(76)%
4660 Other Patron Fees	(1)	1,404	5,000	(3,596)	(72)%
4685 Materials replacement charges	843	11,466	33,000	(21,534)	(65)%
Total Charges for Services	842	36,947	138,000	(101,053)	(73)%
<b>Interest Income</b>					
4664 Interest Earned on Restricted Investments	55	389	0	389	0 %
4665 Interest earned on deposits and investments	12,134	95,987	300,000	(204,013)	(68)%
4666 Interest Earned - Property Taxes	52	1,492	2,500	(1,008)	(40)%
Total Interest Income	12,241	97,868	302,500	(204,632)	(68)%
<b>Public Donations</b>					
4673 Restricted donations	16,261	109,401	157,020	(47,619)	(30)%
4674 Unrestricted donations	1,396	10,076	280,000	(269,924)	(96)%
Total Public Donations	17,656	119,477	437,020	(317,543)	(73)%
<b>Other Revenue</b>					
4502 Universal Service Fund - eRate	0	237,847	515,200	(277,353)	(54)%
4583 Contributions from public schools	0	25,000	25,000	0	0 %
4667 Building rental	0	630	5,000	(4,370)	(87)%
4668 Royalties	0	1,486	4,500	(3,014)	(67)%
4672 Local grants	15,000	15,000	0	15,000	0 %
4676 Reimbursement of expenditures	2	414	0	414	0 %
4677 Program contributions	250	250	0	250	0 %
4686 Sale of Equipment	10	105	0	105	0 %
4688 Miscellaneous	72	905	0	905	0 %
4690 CARES Act - Emergency Sick Leave Credit	1,425	1,425	0	1,425	0 %
Total Other Revenue	16,759	283,063	549,700	(266,637)	(49)%
<b>State Sources</b>					
4540 State Aid	0	157,033	314,067	(157,034)	(50)%
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	177,569	894,140	(716,571)	(80)%
Total Revenues	498,114	23,752,844	26,447,698	(2,694,854)	(10)%

**Expenditures**

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 6/1/2020 Through 6/30/2020  
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Salaries and Wages					
5700 Board Stipend	0	990	3,720	2,730	73 %
5706 Extra duty stipends	450	2,600	6,500	3,900	60 %
5710 Contra Salaries and Wages - Consulting Admin	(520)	(3,120)	0	3,120	0 %
5713 Salary & Wages	899,399	5,967,097	12,656,293	6,689,196	53 %
Total Salaries and Wages	899,329	5,967,567	12,666,513	6,698,946	53 %
Employee Benefits					
5709 FICA	65,989	442,217	963,936	521,719	54 %
5717 Defined Contribution Pension Plan Contributions	35,038	228,492	688,178	459,686	67 %
5718 Employee Health Benefits	128,681	739,063	1,640,731	901,668	55 %
5720 HSA/Flex	0	349,200	389,820	40,620	10 %
5723 Retiree Health Care OPEB	150	900	1,800	900	50 %
5724 Life Insurance	2,260	13,448	29,798	16,351	55 %
5725 Additional Life Insurance	0	7,498	25,934	18,436	71 %
5727 Gradifi Student Loan Assistance	0	16,275	148,283	132,008	89 %
5728 YMCA Membership Support	0	360	15,480	15,120	98 %
5730 Other Employee Benefits	85	9,139	13,994	4,855	35 %
5735 Contra Employee Benefits - Consulting Admin	(130)	(780)	0	780	0 %
5842 Unemployment Claims	0	0	10,000	10,000	100 %
Total Employee Benefits	232,073	1,805,813	3,927,954	2,122,142	54 %
Collections - Digital					
5785 Cloud Library/OverDrive	200,000	839,188	1,218,000	378,813	31 %
5786 Hoopla	0	172,000	252,000	80,000	32 %
5787 Digital Collection	0	107,650	118,635	10,985	9 %
5788 Miscellaneous Electronic Access	3,752	212,495	260,588	48,093	18 %
Total Collections - Digital	203,752	1,331,332	1,849,223	517,891	28 %
Collections - Physical					
5791 Subscriptions	228	69,289	74,460	5,171	7 %
5815 KDL Cruisers	0	10,000	29,000	19,000	66 %
5871 Branch Local Materials - Restricted Donation Expenditures	112	1,504	13,050	11,546	88 %
5982 Collection Materials - Depreciable	184,468	431,581	1,654,875	1,223,294	74 %
5983 CD/DVD Collection Materials - Non-Depreciable	59,131	142,760	729,965	587,205	80 %
5984 Beyond Books Collection - Non-Depreciable	21,630	54,443	172,040	117,597	68 %
Total Collections - Physical	265,569	709,577	2,673,390	1,963,813	73 %
Supplies					
5750 Processing Supplies	11,520	30,760	173,311	142,551	82 %
5751 Office Supplies	604	12,097	52,833	40,736	77 %
5752 Paper	0	4,469	27,122	22,653	84 %
5753 AV Supplies	213	1,916	17,025	15,109	89 %
5754 Disposable Technology <\$1000	18,906	201,385	351,684	150,299	43 %
5755 Maintenance Supplies - Custodial	7,375	11,626	11,841	215	2 %
5756 Water Cooler	0	896	7,450	6,554	88 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 6/1/2020 Through 6/30/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5757	Meeting Center Supplies	0	595	4,000	3,405	85 %
5760	Technology Accessories	336	3,594	23,072	19,478	84 %
5764	All-staff Supplies	0	0	30,000	30,000	100 %
5765	Wellness Supplies	0	845	500	(345)	(69)%
5766	Team KDL Supplies	0	1,865	1,500	(365)	(24)%
5767	New EE Shirts/Tote Bags	367	1,423	7,000	5,577	80 %
5768	Promotions Supplies	0	11,328	33,235	21,907	66 %
5769	Service Awards	0	98	700	602	86 %
5770	Other Awards/Prizes	147,548	163,430	130,335	(33,095)	(25)%
5771	Non-Alcoholic Beverages	0	1,106	12,660	11,554	91 %
5790	Books (not for circulation)	0	0	9,920	9,920	100 %
5799	Miscellaneous Supplies	9,402	32,949	18,358	(14,591)	(79)%
5851	Mail/Postage	704	18,066	9,291	(8,775)	(94)%
5900	Copier/Printer Overage Charges	0	5,397	48,741	43,344	89 %
	Total Supplies	196,975	503,844	970,578	466,734	48 %
	Contractual and Professional Services					
5792	Software	27,763	286,917	457,109	170,193	37 %
5801	Professional Services	0	9,673	187,200	177,527	95 %
5803	IT Consultant - Consulting Svcs.	1,772	6,412	47,000	40,588	86 %
5804	Other Consultants	4,525	41,533	39,850	(1,683)	(4)%
5805	Audit Services	8,092	22,284	27,100	4,816	18 %
5806	Legal Services	4,235	19,204	49,500	30,296	61 %
5809	Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811	IT Contracted Services	0	4,586	75,000	70,414	94 %
5812	HR Contracted Services	0	93	3,000	2,907	97 %
5813	Delivery Services	3,787	35,661	146,027	110,366	76 %
5814	Security Services	0	11,039	52,162	41,123	79 %
5817	Lakeland Library Co-op services	0	2,133	4,000	1,867	47 %
5818	Shredding services	0	0	575	575	100 %
5819	Drug Screenings/background checks	0	90	3,500	3,410	97 %
5823	Inspection Services	0	912	3,200	2,288	72 %
5825	Team KDL Services	0	0	12,500	12,500	100 %
5827	Catering	0	1,793	31,425	29,632	94 %
5829	Custodial/cleaning services	0	8,794	18,500	9,706	52 %
5830	Other Contracted Services	0	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	393	6,630	6,237	94 %
5890	ILS Fees	0	102,885	167,773	64,888	39 %
5891	Licenses and Fees	0	4,247	4,400	153	3 %
5893	Marc Records License	422	1,424	7,500	6,076	81 %
5956	Other Benefits Administration Fees	2,083	17,079	15,030	(2,049)	(14)%
5957	Pension Administration Fees	0	1,513	6,600	5,087	77 %
5958	Payroll processing fees	2,768	21,690	37,000	15,310	41 %
5960	Banking Fees	0	631	4,150	3,519	85 %
5961	TSYS/Credit Card Fees	2,136	4,471	23,033	18,562	81 %
	Total Contractual and Professional Services	57,583	617,131	1,520,083	902,951	59 %
	Programming and Outreach					

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 6/1/2020 Through 6/30/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5794	Outreach Supplies	0	2,183	29,782	27,599	93 %
5795	Programming Supplies	467	22,533	105,150	82,617	79 %
5865	Programming Services	0	12,383	44,206	31,823	72 %
5885	Speakers/Performers	9,325	43,187	146,955	103,768	71 %
5950	Airport Free Library	0	488	1,360	872	64 %
	Total Programming and Outreach	9,792	80,774	327,453	246,679	75 %
	Maintenance and Utilities					
5822	Maintenance Contracts	0	1,360	6,600	5,240	79 %
5848	Mobile Hotspots	1,600	7,281	14,040	6,759	48 %
5849	Cell Phones/ Stipends	2,244	12,469	34,161	21,692	63 %
5850	Telephones	2,092	13,891	50,953	37,062	73 %
5852	Internet/Telecomm Services	51,500	310,961	649,122	338,160	52 %
5918	Water/Sewer	0	929	3,800	2,871	76 %
5919	Waste Disposal	563	2,134	5,500	3,366	61 %
5920	Electric	3,752	17,586	78,000	60,414	77 %
5921	Natural Gas	608	4,095	17,000	12,905	76 %
5925	Snowplowing	0	6,429	20,000	13,571	68 %
5926	Lawn/Landscaping	503	1,508	4,200	2,692	64 %
5928	Branch Maintenance Fees	0	192,378	405,282	212,904	53 %
5929	Land Repair and Maintenance	0	306	4,200	3,894	93 %
5930	Building Repair and Maintenance	977	5,582	31,600	26,018	82 %
5931	Equipment Repair and Maintenance	0	2,191	33,777	31,586	94 %
5932	Vehicle Repairs and Maintenance	0	1,321	17,040	15,719	92 %
5933	Software & IT Hardware Maintenance Agreements	5,330	122,904	391,820	268,916	69 %
5934	Other Repair and Maintenance	0	0	2,250	2,250	100 %
5940	Rentals	142	149,683	161,775	12,092	7 %
5941	Printer/Copier Leases	152	3,509	67,787	64,278	95 %
5943	Contra Maintenance & Utilities - Consulting Admin	(100)	(600)	0	600	0 %
	Total Maintenance and Utilities	69,363	855,917	1,998,906	1,142,989	57 %
	Staff Development					
5910	Professional Development	1,719	16,511	107,769	91,258	85 %
5911	Conferences	(1,575)	17,114	60,060	42,946	72 %
5913	Travel/Lodging	(352)	52,161	203,196	151,034	74 %
	Total Staff Development	(208)	85,787	371,025	285,238	77 %
	Board Development					
5908	Board Development	0	125	4,700	4,575	97 %
5909	Board Travel/Lodging	0	0	20,580	20,580	100 %
	Total Board Development	0	125	25,280	25,155	100 %
	Other Expenditures					
5759	Gas, Oil, Grease	0	940	15,500	14,560	94 %
5860	Parking	0	654	7,710	7,056	92 %
5861	Mileage Reimbursement	216	7,429	71,122	63,693	90 %
5870	Branch Local Misc - Restricted Donation Expenditures	2,010	26,704	143,970	117,266	81 %
5873	Website	146,392	174,560	203,685	29,125	14 %
5874	Employment Advertising	0	0	1,000	1,000	100 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 6/1/2020 Through 6/30/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5875	System Advertising	8,304	25,813	135,820	110,007	81 %
5879	Branch Advertising	0	47	4,040	3,994	99 %
5884	Royalty Free Creative(Photography, Video, etc)	33	1,632	11,500	9,868	86 %
5901	Outsourced Printing & Publishing	0	8,811	53,500	44,689	84 %
5906	Promotions/Marketing	(125)	1,583	9,145	7,563	83 %
5912	Meetings	70	3,476	24,875	21,399	86 %
5915	Memberships	3,679	47,976	61,237	13,261	22 %
5916	Dues and Fees	0	2,478	6,727	4,249	63 %
5935	Property Liability Insurance	0	57,568	62,920	5,352	9 %
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 %
5942	Errors and Omissions Insurance	0	3	0	(3)	0 %
5955	Miscellaneous	0	23	16,415	16,392	100 %
5959	Sales Taxes	0	4	500	496	99 %
5964	Property Tax Reimbursement	0	24,855	49,000	24,145	49 %
5965	MEL Return Items	0	541	3,000	2,459	82 %
	Total Other Expenditures	160,579	440,115	963,296	523,181	54 %
	Capital Outlay					
5974	Land Improvements - Depreciable	0	7,756	0	(7,756)	0 %
5975	Building Improvements - Non-Depreciable	0	72	0	(72)	0 %
5976	Building Improvements - Depreciable	0	245,648	30,000	(215,648)	(719)%
5977	Technology - Non-Depreciable (\$1000-4999)	11,292	24,340	345,037	320,697	93 %
5978	Technology - Depreciable (5,000+)	13,420	13,420	624,070	610,650	98 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	13,824	16,297	30,645	14,348	47 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	55,100	55,100	100 %
	Total Capital Outlay	38,536	307,533	1,084,852	777,319	72 %
	Total Expenditures	2,133,342	12,705,516	28,378,552	15,673,036	55 %
	Excess Revenue Over (Under) Expenditures	(1,635,228)	11,047,328	(1,930,854)	12,978,182	(672)%

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 6/1/2020 Through 6/30/2020

Check Number	Vendor Name	Check Amount	Check Date
79558	Overdrive, Inc	200,000.00	6/30/2020
79516	BiblioCommons Corp.	165,154.11	6/30/2020
201410000598	Priority Health	126,178.11	6/1/2020
79545	Ingram Library Services Llc	90,822.12	6/30/2020
79493	RNL Graphics Solutions, LLC	80,642.01	6/17/2020
79475	Everstream Holding LLC- Michigan	49,317.74	6/17/2020
79515	Baker & Taylor	41,417.86	6/30/2020
79496	TLIC Securing and Managing Networks	27,756.49	6/17/2020
06172020	The Huntington Bank - Michigan	25,138.45	6/17/2020
79476	Cengage Learning	21,011.51	6/17/2020
79555	Midwest Tape	17,900.85	6/30/2020
79491	Presidio Networked Solutions Group, Llc	17,252.29	6/17/2020
M0136542147	American Heritage Life Insurance Company / Allstate Benefits	16,490.69	6/1/2020
M0136542175	American Heritage Life Insurance Company / Allstate Benefits	16,339.39	6/30/2020
79470	CDW Government, Inc.	15,860.16	6/17/2020
9853685100	Verizon Wireless - MiFy Routers & Cell phones	15,243.54	6/3/2020
79520	CDW Government, Inc.	13,517.10	6/30/2020
79495	TerHorst & Rinzema Construction Co.	12,940.00	6/17/2020
79548	Library Design Associates Inc.	11,050.00	6/30/2020
79525	Cengage Learning	9,936.76	6/30/2020
79466	TerHorst & Rinzema Construction Co.	8,266.00	6/8/2020
79550	Maner Costerisan	8,091.80	6/30/2020
79556	MLA- Michigan Library Association	7,931.00	6/30/2020
79518	Blackstone Audio Inc	6,943.04	6/30/2020
79559	Pam Spring Advertising, Llc	6,411.50	6/30/2020
79546	Kalamazoo Sanitary Supply / KSS Enterprises	6,093.90	6/30/2020
79570	Thomas Klise/Crimson Multimedia	6,030.00	6/30/2020
79522	Comerica Bank	6,026.07	6/30/2020
79472	Comerica Bank	5,873.62	6/17/2020
79449	Comerica Bank	5,848.49	6/8/2020
79549	Library Ideas, Llc	5,549.52	6/30/2020
79561	Performance Assessment Network	5,420.00	6/30/2020
79574	York Sales Inc.	5,394.00	6/30/2020
79572	Warner Norcross & Judd Llp	4,235.00	6/30/2020
79478	Governmental Consultant Services Inc.	4,000.00	6/17/2020
79519	Cameron Zvara	3,975.00	6/30/2020
79566	Same Day Delivery, Inc	3,787.00	6/30/2020
79521	Chris Fascione	3,600.00	6/30/2020
79501	ACS Michigan	3,500.35	6/30/2020
79530	InfoUSA Marketing, Inc. / Infogroup City Directories	3,350.00	6/30/2020
79524	Findaway World, Llc	3,087.64	6/30/2020
79454	Kalamazoo Sanitary Supply / KSS Enterprises	3,046.61	6/8/2020
79469	Warner Norcross & Judd Llp	3,025.00	6/8/2020
1054021-0620	PLIC - SBD Grand Island	2,946.42	6/1/2020
204654944752	Consumers Energy	2,922.31	6/3/2020
79460	RNL Graphics Solutions, LLC	2,922.00	6/8/2020
9853685099	Verizon Wireless - MiFy Routers & Cell phones	2,870.55	6/3/2020
79458	Michigan Office Solutions (MOS)	2,816.46	6/8/2020
AP-00947338	Paycor, Inc.	2,222.83	6/12/2020

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 6/1/2020 Through 6/30/2020

Check Number	Vendor Name	Check Amount	Check Date
79571	UAW Local 2600	2,114.08	6/30/2020
79497	UAW Local 2600	2,105.52	6/17/2020
195882	TelNet Worldwide, Inc.	2,091.64	6/23/2020
79446	Banner Life Insurance Company	2,024.99	6/8/2020
201370003843	Priority Health	1,859.71	6/1/2020
79441	Advanced Benefit Solutions, Inc / 44 North	1,804.00	6/8/2020
79529	Hodges Coaching LLC	1,800.00	6/30/2020
79502	Advanced Benefit Solutions, Inc / 44 North	1,795.00	6/30/2020
79484	IP Consulting, Inc.	1,771.88	6/17/2020
79562	Quipu Group, LLC	1,734.00	6/30/2020
469271	123.Net, Inc	1,724.00	6/9/2020
79459	Richard Berends	1,600.00	6/8/2020
79557	NEO GOV	1,575.00	6/30/2020
79573	Wolverine Printing Company	1,333.62	6/30/2020
79488	Morneau Shepell Limited	1,238.80	6/17/2020
79483	Interphase Office Interiors, Inc.	1,236.02	6/17/2020
79481	Home Repair Services of Kent County, Inc.	1,125.00	6/17/2020
79564	Robin Darling	1,125.00	6/30/2020
79452	Foster, Swift, Collins & Smith, P.C.	1,102.00	6/8/2020
79489	Nationwide	1,077.81	6/17/2020
79498	Vanguard Fire & Security Systems Inc	1,026.46	6/17/2020
79487	MOD Signs, Inc. / Postema Signs & Graphics	975.00	6/17/2020
79567	TerHorst & Rinzema Construction Co.	867.00	6/30/2020
79560	Penworthy Co.	832.00	6/30/2020
201451237536	Consumers Energy	829.89	6/8/2020
79504	Advantage Marketing Inc.	783.51	6/30/2020
79565	Rockford Advertising	775.00	6/30/2020
79494	Staples Business Advantage	712.76	6/17/2020
79461	Same Day Delivery, Inc	656.66	6/8/2020
0020326757-0420	Dte Energy	608.33	6/3/2020
79492	ReadyProducts LLC	600.00	6/17/2020
79499	Wolverine Printing Company	590.00	6/17/2020
2012987	Arrowaste	563.22	6/16/2020
79468	Ebiz Technology LLC / Traction Consulting Group	555.00	6/8/2020
INV00992987	Paycor, Inc.	545.00	6/26/2020
79563	Recorded Books, Inc.	536.64	6/30/2020
79473	Darius Quinn / Quinn Consulting Services	525.00	6/17/2020
79505	All Season Lawn Care	502.83	6/30/2020
79527	Grainger	500.27	6/30/2020
79442	Advanced Ecosystems / FishGuy	490.00	6/8/2020
79490	Northeast Print House	367.13	6/17/2020
79457	Lewis Paper	353.14	6/8/2020
79456	Legal Shield	310.00	6/8/2020
79547	Legal Shield	310.00	6/30/2020
79482	Interpersonal Frequency	306.25	6/17/2020
79486	Midwest Collaborative For Library Services	250.00	6/17/2020
79526	Gordon Water Systems	243.75	6/30/2020
013145	Medtipster.com, LLC.	237.97	6/17/2020
79551	Melissa Snyder	208.00	6/30/2020
79479	Greatamerica Financial Svcs.	152.02	6/17/2020
79477	Gary F Korreck	150.00	6/17/2020



**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 6/1/2020 Through 6/30/2020

Check Number	Vendor Name	Check Amount	Check Date
79500	Absopure Water Company	142.00	6/30/2020
79471	Comcast Cable	134.90	6/17/2020
79568	The Book Farm, Inc.	113.70	6/30/2020
79523	Engineered Protection Systems Inc	110.00	6/30/2020
79455	Katherine Lawrence	99.99	6/8/2020
79465	TASC	94.02	6/8/2020
79474	Employee Assistance Center (EAC)	85.00	6/17/2020
9853724429-1	Verizon Wireless - MiFi Routers & Cell phones	83.08	6/3/2020
79453	Heart Of West Michigan United Way	80.00	6/8/2020
79480	Heart Of West Michigan United Way	80.00	6/17/2020
79528	Heart Of West Michigan United Way	80.00	6/30/2020
79503	Advanced Ecosystems / FishGuy	75.00	6/30/2020
79506	Audiocraft Publishing Inc	62.48	6/30/2020
79450	Crystal Logan-Syrewicze	55.45	6/8/2020
79485	Melissa Lancaster	55.10	6/17/2020
RIS0002833061	Delta Dental Of Michigan	31.26	6/8/2020
79451	Employment Screening Resources	30.00	6/8/2020
79447	Caitlin S. Oliver	30.00	6/8/2020
79448	Charles R. Myers	30.00	6/8/2020
79443	Allie Marie Idema	30.00	6/8/2020
79444	Andrew Erlewein	30.00	6/8/2020
79467	Thomas Noreen	30.00	6/8/2020
79569	Thomas R. Noreen / The Bugle, LLC	30.00	6/30/2020
79464	Shirley Bruursema	30.00	6/8/2020
79463	Sheri Gilreath-Watts	30.00	6/8/2020
79462	Sarah Ann Weller	30.00	6/8/2020
79445	Ashley Smolinski	28.01	6/8/2020
79417	Banner Life Insurance Company	0.00	6/8/2020
79418	Caitlin S. Oliver	0.00	6/8/2020
79420	Comerica Bank	0.00	6/8/2020
79419	Charles R. Myers	0.00	6/8/2020
79416	Ashley Smolinski	0.00	6/8/2020
79414	Allie Marie Idema	0.00	6/8/2020
79415	Andrew Erlewein	0.00	6/8/2020
79413	Advanced Ecosystems / FishGuy	0.00	6/8/2020
79412	Advanced Benefit Solutions, Inc / 44 North	0.00	6/8/2020
79423	Foster, Swift, Collins & Smith, P.C.	0.00	6/8/2020
79422	Employment Screening Resources	0.00	6/8/2020
79439	Ebiz Technology LLC / Traction Consulting Group	0.00	6/8/2020
79421	Crystal Logan-Syrewicze	0.00	6/8/2020
79424	Heart Of West Michigan United Way	0.00	6/8/2020
79434	Sheri Gilreath-Watts	0.00	6/8/2020
79433	Sarah Ann Weller	0.00	6/8/2020
79432	Same Day Delivery, Inc	0.00	6/8/2020
79430	Richard Berends	0.00	6/8/2020
79431	RNL Graphics Solutions, LLC	0.00	6/8/2020
79435	Shirley Bruursema	0.00	6/8/2020
79436	TASC	0.00	6/8/2020
79437	TerHorst & Rinzema Construction Co.	0.00	6/8/2020
79438	Thomas Noreen	0.00	6/8/2020
79429	Michigan Office Solutions (MOS)	0.00	6/8/2020

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 6/1/2020 Through 6/30/2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
79427	Legal Shield	0.00	6/8/2020
79428	Lewis Paper	0.00	6/8/2020
79425	Kalamazoo Sanitary Supply / KSS Enterprises	0.00	6/8/2020
79426	Katherine Lawrence	0.00	6/8/2020
79440	Warner Norcross & Judd Llp	0.00	6/8/2020
Report Total		1,160,466.18	

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Unit Name	Kent District Library	Instructions: For a list of detailed instructions on how to complete and submit this form, visit <a href="http://michigan.gov/LocalRetirementReporting">michigan.gov/LocalRetirementReporting</a> .
<a href="#">Enter Six-Digit Municode</a>	418000	
Unit Type	Library	
Fiscal Year End Month	December	
Fiscal Year (four-digit year only, e.g. 2019)	2019	Questions: For questions, please email <a href="mailto:LocalRetirementReporting@michigan.gov">LocalRetirementReporting@michigan.gov</a> . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Name (Chief Administrative Officer)	Melissa Snyder	
Title if not CAO	Acting Director of Finance	
CAO (or designee) Email Address	<a href="mailto:msnyder@kdl.org">msnyder@kdl.org</a>	
Contact Telephone Number	616.784.2229	

Pension System Name (not division) 1	Kent District Library Employees' Retirement Plan	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary unit (County, Township, City, Village)?	Calculated	NO				
2	Provide the name of your retirement pension system	Calculated from above	Kent District Library Employees' Retirement Plan				
3	Financial Information						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	54,776,966				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	44,082,375				
6	Funded ratio	Calculated	124.3%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	535,203				
8	Governmental Fund Revenues	Most Recent Audit Report	25,698,639				
9	All systems combined ADC/Governmental fund revenues	Calculated	2.1%				
10	Membership						
11	Indicate number of active members	Most Recent Actuarial Funding Valuation	96				
12	Indicate number of inactive members	Most Recent Actuarial Funding Valuation	39				
13	Indicate number of retirees and beneficiaries	Most Recent Actuarial Funding Valuation	176				
14	Investment Performance						
15	Enter actual rate of return - prior 1-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	21.45%				
16	Enter actual rate of return - prior 5-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	7.95%				
17	Enter actual rate of return - prior 10-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	9.15%				
18	Actuarial Assumptions						
19	Actuarial assumed rate of investment return	Most Recent Actuarial Funding Valuation	6.75%				
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	Level Dollar				
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	10				
22	Is each division within the system closed to new employees?	Most Recent Actuarial Funding Valuation	Yes				
23	Uniform Assumptions						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Most Recent Actuarial Funding Valuation	51,370,994				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Most Recent Actuarial Funding Valuation	44,082,375				
26	Funded ratio using uniform assumptions	Calculated	116.5%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Most Recent Actuarial Funding Valuation	-				
28	All systems combined ADC/Governmental fund revenues	Calculated	0.0%				
29	Pension Trigger Summary						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary unit triggers: Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. Non-Primary unit triggers: Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)

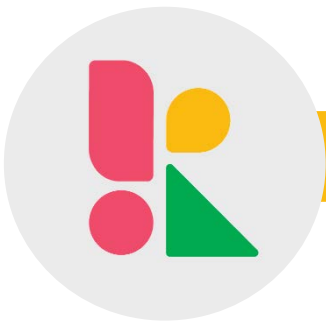
Local units must post the current year report on their website or in a public place.

The local unit of government must electronically submit the form to its governing body.

Local units must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.

Local units must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local unit of government acknowledges that this report is complete and accurate in all known respects.



## JUNE DIRECTOR'S REPORT

Though KDL libraries continue to remain closed in response to the coronavirus pandemic, branches began to offer curbside service in the month of June. Below, branch managers share how this new service is being received by patrons and staff alike.

### ALPINE, TYRONE + WALKER

Patrons at the Walker, Alpine and Tyrone Branches have been extremely excited to pick up their holds via curbside, so much so that Library Assistant Theresa Eastman shared that one family was so excited to receive their holds that they greeted her with “squeals of joy” when she went to deliver them. As Theresa says, “It was like Christmas to see the wonder in the eyes of the young readers.” Another patron told Librarian Angela Deckard, “I love this service! It’s so convenient! Whoever came up with this should get a gold star!” At Tyrone, a regular patron commented that the library is her “happy place” and told Librarian Katie Mitchell that she told everyone she talked to that day that the library was open for curbside. The team at Walker has reported similar stories of gratitude. Every day staff continue to receive comments from happy patrons, from “We missed you!” to “Thank you!”

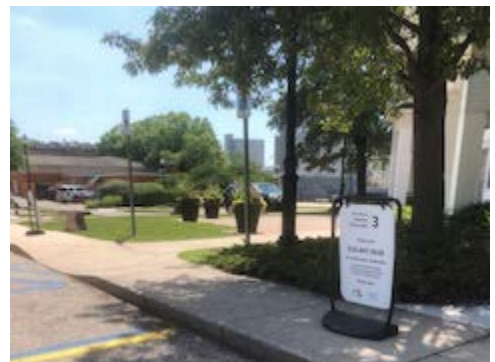
So far, curbside has been running smoothly at all three branches and the teams are happy to help patrons again. During times of especially high call volumes, the branches connect the curbside line to several phones. This has helped when multiple patrons happen to be waiting (as pictured), as no one receives a busy signal when they dial. While Walker and Alpine have been busy with traditional curbside, Tyrone quickly adapted their service model to accommodate walk-up patrons. Some days, staff report more walk-up patrons than drive-up ones!



### ALTO + ENGLEHARDT

Curbside pickup service has been sincerely welcomed by patrons and staff alike at both the Englehardt and Alto branches. Initially, shelf space needed to accommodate holds was easily double the normal requirements, but as more and more people pick up their holds, demands on space have returned to something manageable.

In Lowell, pickup points are located at either entry of the parking lot, making it easier for patrons to find a labelled spot. The library’s new stone benches, donated by the Lowell Rotary Club, have also served as a place to deliver materials to those who walk or bike to the library.



Only street parking is available at the Alto branch, although the public has been very respectful and does not park where a library sign is placed. Here, the biggest challenge to curbside service at Alto is

that many cell-phone carriers experience spotty reception in this area. The library phone may ring, but calls are frequently dropped. When this happens, a staff member goes outside to meet the patron and obtain their library card information. They then come back into the branch to finish the transaction. It's an extra step in the process, but one that staff is happy to make to better serve patrons.

### **BYRON + GRANDVILLE**



Curbside service at the Grandville and Byron branches has overall been a great experience thus far. Patrons have expressed their many thanks, as well as excitement about getting library materials again. It only took a few days for staff to fully get in the swing of things. Usage at both branches has been high, with over 1K visitors between the two branches in the first week alone, for a total of 6,108 items checked out. Staff have also enjoyed catching up with regular patrons. While we look forward to being open again at some point in the future, this temporary workaround has been well received and is going great!

### **CALEDONIA + CASCADE**

Though staff have missed regular visitors to the Cascade and Caledonia branches, every one has expressed such enthusiasm for offering curbside service to the public and have received many words of kindness in return. It took no time at all for staff to get comfortable answering the phones, greeting patrons with a cheery, “KDL Curbside!” From the very first day, staff worked together from the first day to find a rhythm that worked both for the team and for the patrons. When delivering books to the car, many patrons have requested staff place the books as close to the back seat as possible simply because their kids cannot wait to get home to read them. There have been some patrons who have even gotten out of the car just so they can take a moment to read some of their new library finds. Though staff were not certain what to expect with curbside, the many thanks, waves and words of kindness have made the process truly gratifying. Curbside during COVID-19 is truly a service to the community.

### **COMSTOCK PARK + PLAINFIELD**

Curbside has been a spectacular addition to KDL. When delivering books to vehicles, the staff at the Plainfield and Comstock Park branches are met with “Thank you!” and “We missed you!” countless times a day. Many words of praise also flood the branch Facebook pages, remarking on the ease and simplicity of the service. Many patrons have also inquired about curbside service possibly continuing once KDL opens up again. It has been wonderful to assure them this will still be an option going forward. Additionally, staff have really enjoyed the pace of curbside and the ability to connect with patrons in this way. It has been inspiring to watch teams at both the Comstock Park and Plainfield branches come together to navigate this new process and many other new procedures. Both have adjusted well to the faster-paced speed of Curbside while still offering kind and empathetic customer service.

## FEATURED DEPARTMENT: MARCOM

In response to COVID-19, the KDL MarCom (Marketing + Communications) team has quickly and creatively changed how patrons are informed and engaged. When the library buildings closed, it became clear that KDL needed to be able to go directly into homes with more integrated social media and more. Because of MarCom's outstanding efforts, KDL libraries remained anything but closed.



### The Marketing + Communications Team Consists of:

- Randy Goble, Director of Engagement (not pictured)
- Vivi Hoang, Webmaster
- David Specht, Digital Marketing Strategist
- Katie Zuidema, Communications Specialist
- Brad Baker, Creative Cat Herder + Graphic Designer
- Julia Hawkins, Administrative Assistant
- Dan Palasek, Printing and Bindery Technician



**Patrons traditionally rely heavily on obtaining info from branch locations, so MarCom quickly created a multi-channel plan to reach patrons in their homes:**

- MarCom worked closely with the Programming department to livestream, record and promote KDL programming. Many of these can be watched on the KDL YouTube channel.
- A new Summer Wonder workbook was created and combined with the quarterly Kaleidoscope. This year, instead of printing 4K copies for distribution at branches, 80K copies were printed and mailed directly to households. (The additional cost for printing and mailing, approximately \$60K was offset by reductions in other areas.)
- With TV studios no longer conducting in-studio interviews, MarCom pitched Zoom interviews for KDL as “your library at home” and new Summer Wonder.
- The KDL Seed Library shifted from branch-based distribution to online orders with direct mail fulfillment. More than 4K seed packets were mailed to hundreds of households throughout Kent County. The Library also partnered with HOPE Gardens to provide 500 seed packets to students in the Wyoming and Grandville area. An additional 800 seed packets will be distributed as part of Community Engagement’s “Potato Pants” activity.

**Three comprehensive surveys were conducted shortly after closing the library:**

- The Online Programming Survey received approximately 2,290 responses, with the key takeaway being that patrons want more programming on weekends and greatly value the flexibility of online, on-demand programs.
- The Strategic Planning Survey received approximately 2,700 responses, with the key takeaway being that patrons did not visit the library as often as they wished (pre-COVID) due to busy schedules and open hours not fitting their schedule. This further underscores the value of online services and integrating library services with other organizations.
- The Strategic Planning Survey of Community Partners received approximately 80 responses, with the key takeaway being that community partners view KDL as a hub for collaboration, where information can be shared and resources can be accessed by other partners.

## **BUILDING UPDATES**

### **AMY VAN ANDEL LIBRARY AND COMMUNICATION CENTER**

Construction for the Library continues with exterior metal panels and window frames for the entire building completed the week of June 22 and second-floor drywall installation beginning the same. Work on the exterior arched pattern masonry has also begun. Collection Development has started purchasing materials for the collection, as well as creating a plan for where to store them until they can be transported to the branch in January. Kurt Stevens and IT are working with Erhardt Construction to install the fiber for Internet access. Current estimates for completion slate end of January 2021.

### **BOOKMOBILE GARAGE**

On July 9, Community Engagement received their final installation of office furniture and was able to move in to the space. Because each desk has its own privacy screen, staff are able to work in the same space while still maintaining social distance. The rest of the garage is also getting plenty of use. The Summer Wonder workgroup used the area to sort prizes and books and Programming is also using the

space to store and maintain prizes. All of this while maintaining social distancing guidelines among anyone working in the space at the same time. Post-COVID, this extra space has served KDL well. Without it, the entire Service Center would be packed with overflow materials.

### SERVICE CENTER REFRESH

Before the 2020 pandemic, Leadership Team discussed some basic maintenance that needed to be done to the Service Center building, but in the midst of the Stay at Home order all of this was put on hold as the focus shifted to the closing and reopening of KDL. Now that reopening plans have been finalized, talks of renovation are again in the works. As of now, Brian Mortimore and Missy Lancaster will be sponsoring the project and plan to bring several Issue Analyses before the Board of Trustees in August. The main goal of these projects is to provide basic maintenance to a few items that have long since been neglected, as well as a few necessary design updates that will increase staff safety and productivity while accommodating storage and conferencing needs.

### GRANDVILLE

In June, the City of Grandville worked to finish the bonding process and approve project bids received from FISHBECK. As of now, construction is planned to begin the last week of July 2020.

### WALKER

The City of Walker will be touching base with the Fishbeck team soon to see where things stand and determine what next steps, if any, will be taken in the immediate future.

## WHAT'S GOING ON AT KDL?

### BOOKMOBILE

Back to work! In June, Outreach got back into sorting the Bookmobile collection. This involves balancing hundreds of existing items that haven't been checked out yet with all of the cool new items about to be incorporated. After discussing how to best adapt the Bookmobile experience to fit the requirements of a socially distant world, the team finally found a safe way to provide this essential service to the surrounding community—But of course, not without a few adjustments along the way. KDL is proud to have its Bookmobile back on the road and is even looking into adding a few more stops!

### COMMUNITY TRANSLATIONS

As part of a collaborative effort with local agencies, KDL staff continue to offer translations of community information regarding COVID-19. Although only Spanish is offered at the moment, KDL expects to offer even more language options with the implementation of the new TBS scanners at select branches. As a result of this service, KDL was able to be present in multiple conversation circles regarding bilingual resources and available community services.

### NEXT NEXUS: VIRTUAL SMALL BUSINESS EXPO

Wayne Titus from AMDG Financial headed up the very first Next Nexus Business Expo and proved to be a very well-received guest. His knowledge on the Paycheck Protection Plan, in particular was relevant to many of attending business owners. At the second event, Hanna Schulze from Local First (People First) focused on investing in the local economy. Each successive presentation for the series will be on a different informative topic and will be chock full of great tips for small business owners.



## KDL IN THE NEWS

KDL appeared in spots on the local Fox 17 morning news, El Informador and NPR, covering everything from the Library's expanded hotspot initiative to the Meet Up Eat Up partnership with Feeding America to general information about continued library services during the Stay at Home order. Most recently, KDL programming has started being broadcast on local television. Beginning June 20, storytimes and book talks are now being shown on GRTV in regular time slots. For the rest of the summer, KDL kids programming will be broadcast on GRTV on Mondays at 1 pm and adult programming will be broadcast on Saturdays at 9:30 am. KDL is also developing a partnership with BCTV to provide programming on that channel as well.

## MEET UP! EAT UP!

Meet Up Eat Up is successfully off the ground and going strong at 11 KDL branches and the bookmobile. The "Make n' Take" Summer Wonder activity bags are also well on their way to being assembled and sent out to the branches for any kids that might need a little extra support this summer.

## WIMEE + FRIENDS

In the month of June alone, KDL produced and presented over 20 episodes of "WIMEE and Friends," an interactive online program for youth. On average, episodes garner 35 live viewers (which tend to be parties of at least two or more) and reach over 11K people in a month. Feedback has been amazing and the audience continues to grow!

## SUMMER WONDER

Summer Wonder began June 1 and will run through Saturday, August 8. Over 5K patrons signed up to participate! All programming has moved online for the summer, including performances by hired artists, magicians, musical acts, historians and more. Whenever possible, programs have been archived at KDL's Facebook page and YouTube channel. Summer Wonder prizes have also been updated to ensure they can be safely distributed to patrons who complete the program. Young children will receive a board book or picture book, while school-age children will receive a poseable wooden robot. Teens and adults will receive a stainless steel water bottle.

## KATIE KUDOS

**JACKIE OLMSTEAD** (SC—Collection Services) was nominated by Pat Rosloniec because... "I called Jackie to see if she could help with a situation the Caledonia Branch was experiencing. Caledonia had such a heavy delivery load today that the wheel on their only flatbed cart shattered! I asked Jackie if she could spare a flatbed cart knowing this was a longshot due to the heavy workload at the SC. Jackie could hear the "sadness" in my voice and said she could spare a small flatbed. Not only that, she asked Brad to deliver it within the hour to Caledonia! Our branch was so happy to get a cart! I am so grateful to Jackie and Brad for the superior teamwork between the SC and the branch."



**LEIGH VERBURG** (Comstock Park) was nominated by Elizabeth Guarino-Kozlowicz because... “Leigh created fun craft grab bags for families to take during curbside pickup. It's a really nice way to welcome people back and let them know we're thinking of them.”

**AISLYNN WALLACE** (Caledonia) was nominated by Alyson Cryderman because... “Aislynn helped laminate 100+ pages (in between curbside runs AND circ duties), so we could get a story-walk set up outside our branch. The project wouldn't have been finished without her help! I appreciate how she is always willing to help with any project.”

### UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., Aug. 20, 2020	4:30 PM	KDL Service + Meeting Center
KDL Regular Board Meeting	Thurs., Sep. 16, 2020	4:30 PM	Krause Memorial
KDL Regular Board Meeting	Thurs., Oct. 15, 2020	4:30 PM	Comstock Park
KDL Budget Work Session	Thurs., Oct. 29, 2020	4:30 PM	KDL Service + Meeting Center
OTHER MEETINGS	DATE	TIME	LOCATION
KDL Pension Board Meeting	Weds., Aug. 19, 2020	1:00 PM	KDL Service + Meeting Center



## STAFF CHANGES & ANNIVERSARIES

*July 2020*

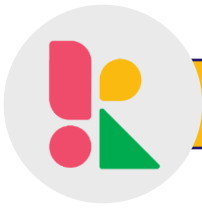
NEW HIRES	POSITION	EFFECTIVE
Sydney Khouri	Patron Services Associate – Service Center	July 20

DEPARTURES	POSITION	EFFECTIVE
Caleb Moore	Shelver – Spencer Township	June 15
Calli Crow	Volunteer Coordinator – Service Center	July 3
Lindsey Dorfman	Director of Branch Services – Service Center	July 3
Sarah Talbert	Assistant Branch Librarian – Cascade	July 3
Cathy Rinzema	Assistant Branch Librarian – Plainfield	July 5
Vivi Hoang	Webmaster – Service Center	August 14

OPEN POSITIONS	TYPE
Shelver Pool – various locations	Temporary
Webmaster – Service Center	Full-time
Assistant Branch Librarian – Cascade	Part-time

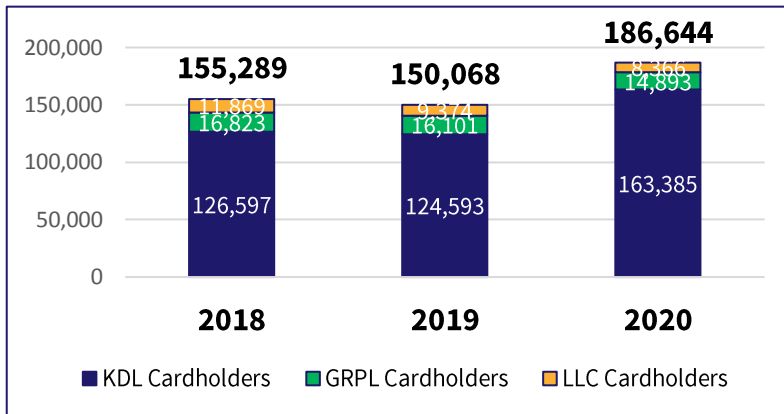
EMPLOYEE ANNIVERSARIES (AUGUST)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Rochelle Ball	Administration	12 years
Mary Dersch	East Grand Rapids	11 years
Emily Bantel	Tyrone Township	7 years
Stephanie Weaver	Englehardt	7 years
Ian Gunnett	Patron Services	6 years
Julia Hawkins	MarCom	6 years
Missy Lancaster	Facilities	6 years
Tony Senna	Substitute Information Pool	6 years
Sara Reinders	Cascade	5 years
Crystal Logan-Syrewicze	Kentwood	4 years

EMPLOYEE ANNIVERSARIES (AUGUST)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Christine Paige	Kentwood	4 years
Reilly Brady	Finance	3 years
Angela Deckard	Alpine	3 years
Seth Hoekstra	Wyoming	3 years
Kurt Stevens	Information Technology	3 years
Krista Berg	Plainfield	2 years
Christine Hekman	Grandville	2 years
Rachael Kruithof	Byron Township	2 years
Janelle Mitchell	Substitute Circulation Pool	2 years
Julie Visser	Grandville	2 years
Katie Ames	Substitute Information Pool	1 year
Montana Earegood	Wyoming	1 year
Heather Groen	Grandville	1 year
Joel Kibbe	Wyoming	1 year



# JUNE 2020 STATISTICAL SUMMARY

## Active Patrons:

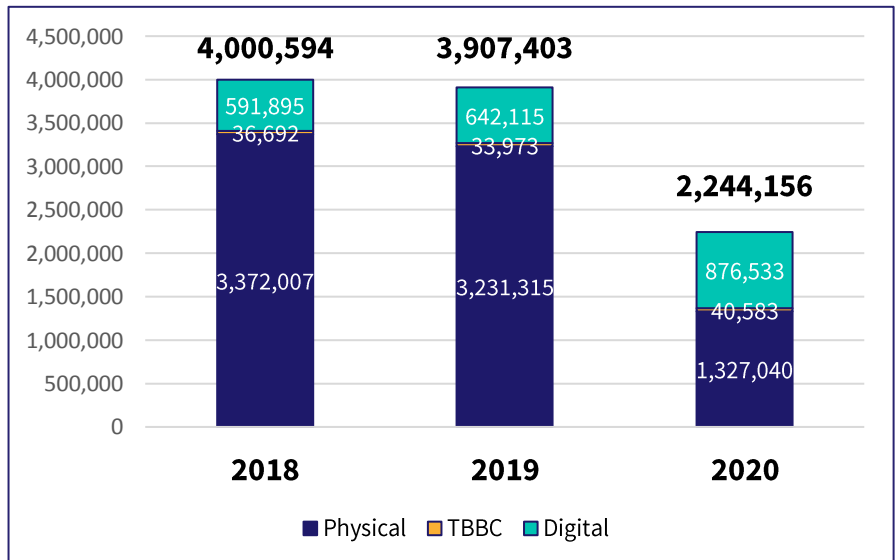


## 632 Accounts Added in June:

- 620 New KDL Cardholders (including 597 online-only cards)
- 8 New GRPL Cardholders
- 4 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 July 2020 so they could more easily access digital resources.*

## Circulation YTD:

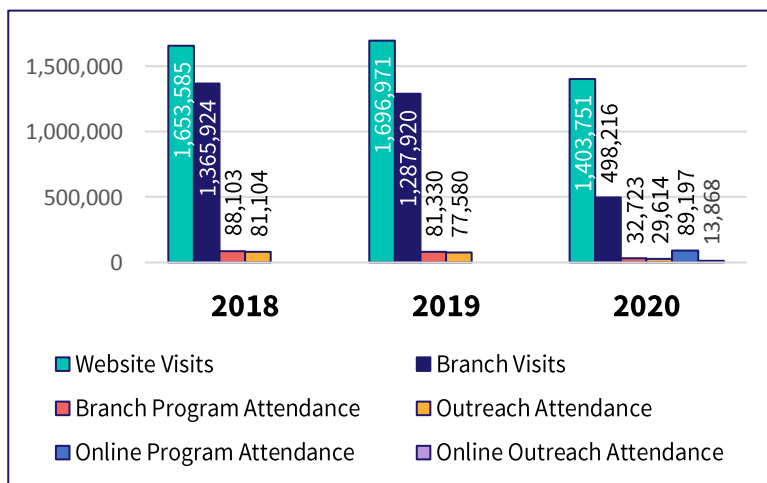


## Phase 2 of Re-Opening:

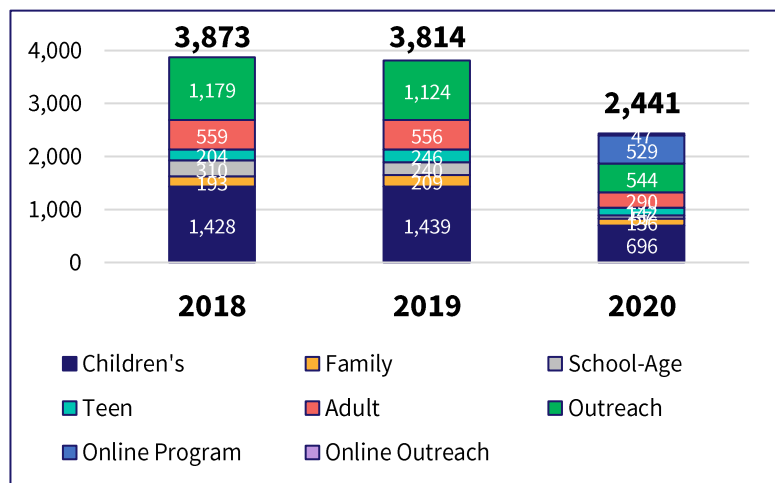
- **139,736 items have been checked in since the book drops re-opened**  
(56% fewer than same timeframe last year)
- **96,420 holds have been filled**  
(38% more than same timeframe last year)
- **87,181 new holds have been placed**  
(16% more than same timeframe last year)
- **82,209 items have been checked out since curbside pickup began**  
(65% fewer than same timeframe last year)

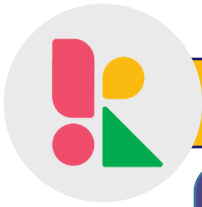
*(See reverse for more details)*

## People Served YTD:



## Number of Events YTD:

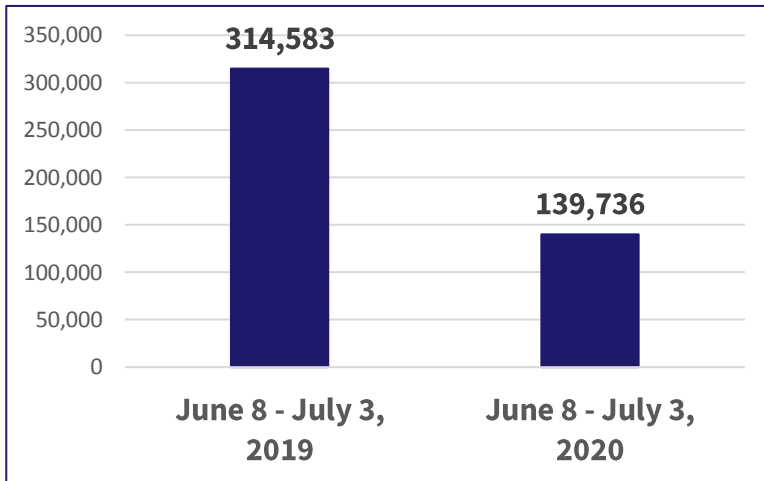




## STATISTICS IN-DEPTH: PHASE 2 OF REOPENING

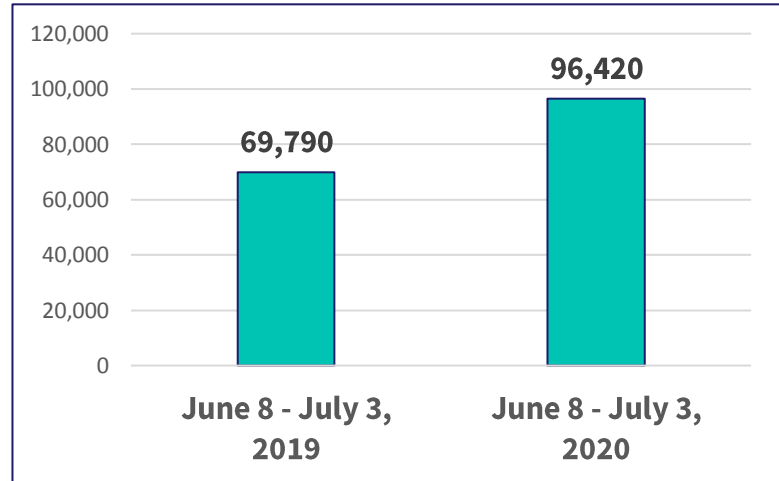
Book drops re-opened for returned items on **June 8**. Curbside pickup started on **June 15**. How many items have staff processed since then, and how does this compare to “normal operations” last year?

### Items Checked In:



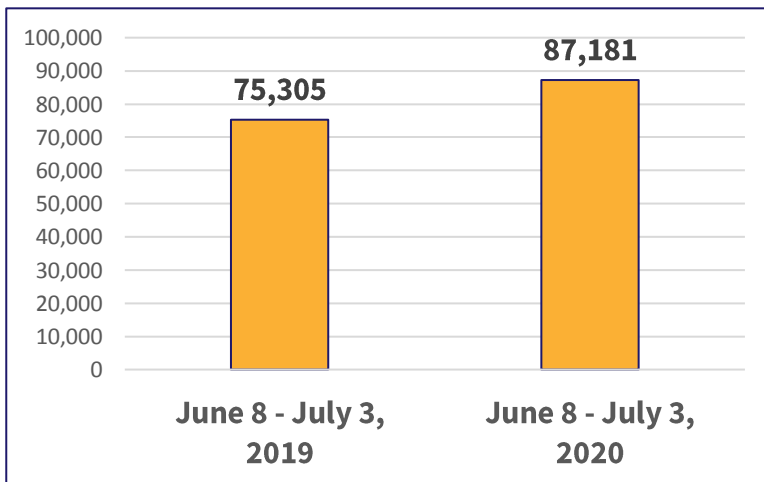
**56% fewer** items have been checked in since the book drops reopened, compared to the same timeframe last year, although this doesn't include anything still in the 72-hour quarantine.

### Holds Filled:



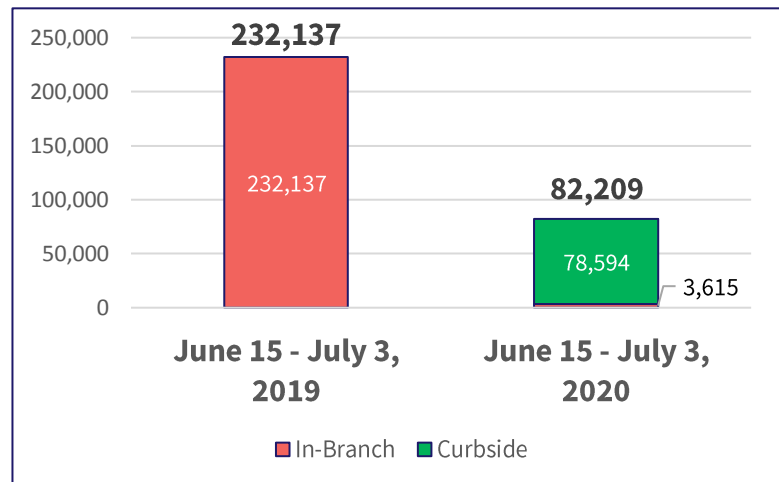
Staff have filled **38% more** holds since reporting back to the branches, compared to the same timeframe last year, and have also had to deliver them using curbside pickup this year.

### New Holds Placed:



Patrons have placed **16% more** holds compared to the same timeframe last year, since visiting a branch and browsing the shelves is not currently available.

### Items Checked Out:



**65% fewer** items have been checked out since curbside pickup began on June 15, compared to the same timeframe last year. (2020 in-branch checkouts represent items checked out by staff.)

## Coronavirus Closure Statistical Overview

Category	Platform	Metrics	March 13 - June 30, 2019	March 13 - June 30, 2020	% Change
----------	----------	---------	--------------------------	--------------------------	----------

Online Programming	Facebook	Total # of Online Programs	N/A	529	N/A
		Live Attendance	N/A	89,197	N/A
		Total Program Views	N/A	216,476	N/A

Digital Collection Use	OverDrive	eBook Circulation	N/A	104,591	N/A
		eAudiobook Circulation	N/A	38,660	N/A
		eMagazine Circulation	N/A	5,733	N/A
		New Users	N/A	19,687	N/A
		Collection Size	N/A	130,903	N/A
		Total Holds	N/A	35,954	N/A
		Average Hold Wait Time (Days)	N/A	15	N/A
	cloudLibrary	eBook Circulation	165,603	160,804	-3%
		eAudiobook Circulation	98,850	85,418	-14%
		New Users	3,509	3,935	12%
		Collection Size	120,610	N/A	N/A
		Total Holds	22,867	0	-100%
		Average Hold Wait Time (Days)	13	0	-100%
	hoopla	eBook Circulation	9,327	27,672	197%
		eAudiobook Circulation	16,929	28,426	68%
		eMusic Circulation	2,320	3,226	39%
		eVideo Circulation	4,828	13,493	179%
		New Users	1,286	2,629	104%
	RBDigital	eAudiobook Circulation	2,108	3,185	51%
		eMagazine Circulation	17,128	17,925	5%
		New Users	594	1,335	125%
		Collection Size	3,352	3,755	12%
	Freegal	eMusic Downloads	16,945	17,467	3%
		eMusic Streaming	52,444	70,055	34%
		New Users	133	221	66%
	Total	Total Digital Circulation	386,482	576,655	49%
		Total New Users	5,522	27,807	404%

Other Online Use	Databases	Visits	17,247	26,309	53%
	KDL.org	Visits	435,723	333,961	-23%
	Catalog	Visits	329,968	169,687	-49%
	OverDrive site	Visits	N/A	112,422	N/A
	Beanstack	Mission: Read New Registrations	N/A	999	N/A
		Let It Snow New Registrations	N/A	N/A	N/A
	Wifi	Logins	284,889	65,205	-77%

KDL Cardholders	WorkFlows	New KDL Cardholders Added	6,718	2,728	-59%
		KDL Accounts Active	73,246	44,293	-40%

Social Media	(All)	Social Media Followers	48,842	55,218	13%
	Facebook	Facebook Likes	14,780	16,698	13%

Patron Services	Ask KDL	Questions	4,608	3,762	-18%
	LibChat	Sessions	317	1,434	352%
	Phone Calls	Calls Received	22,306	18,677	-16%



## BOARD OF TRUSTEES ATTENDANCE - 2020

	SHIRLEY BRUURSEMA	ANDREW ERLEWEIN	SHERI GILREATH- WATTS	ABI/???	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June 18, 2020								
July 16, 2020	<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			
Meeting held remotely via dial-in connection	5/21			



Kent  
District  
Library



# POLICY MANUAL

## Proposal for Edits

FACILITIES + OPERATIONS

## KDL POLICY 3.1

### EXHIBITS

LAST REVISED 11.21.13

Kent District Library provides a venue for local artists/exhibitors to display visual art and artifacts to increase awareness and appreciation of history and the arts.

Suitable space for exhibits is not available at all branches. Some local governmental units may have guidelines on how and where materials are displayed in the facility and Kent District Library will honor those guidelines.

The branch manager will work with staff members (or a local community committee) to make decisions regarding the selection of materials to be displayed. In making decisions regarding the suitability of the work to be exhibited, the branch manager or his/her designee will take into consideration the use of the library by all segments of the community and all age groups. Selection priority may be given to local artists/exhibitors and those who have not previously exhibited in the library.

The exhibit space shall not be used for advertising or political purposes. The artist/exhibitor assumes all liability for the loss of, or damage to, materials on display. The library reserves the right to cancel the exhibition for any reason.

## KDL POLICY 3.2

### LITERATURE DISPLAY + DISTRIBUTION

LAST REVISED 11.20.14

Kent District Library adheres to the principle that the Library is the institution in our society which provides materials representing all points of view in all fields including political, social, and religious, no matter how controversial or objectionable these views may be to some people.

To support this basic principle, and to foster positive relationships within the community, the following policy has been established:

1. Informational material of public interest from nonprofit organizations, educational institutions, and governmental agencies may be displayed or distributed in branches where space is available. Material for display or distribution will be permitted at the discretion of the branch manager. The primary purpose of such material must be to inform the public of the organization's programs, services and events. Examples include:
  - KDL fundraising materials;
  - Friends of the Library materials;
  - promotional materials for cultural organizations such as the ballet, orchestra, museums and theater groups;
  - special event fliers for nonprofit organizations from Kent County and neighboring communities; and
  - local magazines and newspapers that are distributed free of charge and have received prior approval from Kent District Library.
2. Prior to an election, branches may have available, on an equal basis, voter information and campaign literature about political candidates appearing on local ballots. Any materials that directly or indirectly make reference to an election or a candidate must be removed prior to Election Day if within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
3. Prior to an election, campaign material relating to ballot issues may be placed in library branches for display and/or distribution to the public. If there is formal opposition to a ballot issue, equal consideration shall be given. Campaign materials that directly or indirectly make reference to a ballot issue must be removed prior to Election Day if located within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
4. Petitions may not be displayed or circulated in library buildings except as permitted by local municipal ordinance.

## KDL POLICY 3.3

### PUBLIC RELATIONS

LAST REVISED 4.19.19

The Chairperson of the Library Board of Trustees is the official spokesperson for the Board. The Executive Director is the official spokesperson for the Library.

The Director of Marketing and Communications serves as media liaison for the Board and the Library Administration. **All media inquiries are to be directed to the Marketing and Communications Department.** Whenever official media statements are required pertaining to library emergencies at any KDL location; or policies, procedures, programs, services, or positions on district-wide issues, the Marketing and Communications Department is responsible for all contacts with local newspapers, magazines, professional journals, radio and television stations. Staff are not to provide “off the record” comments to the media.

**Per Randy Goble—This addition sheds more light on the actual expectation for media inquiry.**

## KDL POLICY 3.4

### LIBRARY PROGRAMS

LAST REVISED 4.19.19

Responsibility for library program development is vested in the Executive Director, and such members of the staff whose job descriptions include program responsibilities. Library programs may utilize volunteers and may be developed cooperatively with Friends groups, governmental units, community organizations, and individuals. A program is any presentation given in or out of the Library (in person or by technological means) by a Library staff member or other presenter and sponsored by the Library, the Friends, or a partnership including the Library.

Library programs support the KDL mission and strategic plan. They are planned in advance to meet media and publicity deadlines. Library programs may require registration. Limits on the number of people able to attend may be necessary due to facility, program, or performer limitations.

Library programs are funded in part by the operating budget with additional support from KDL fundraising activities, grants, contributions from the Friends, gifts, endowments and partnerships.

No individual or organization who presents a program at the library will be permitted to sell their product or services during their presentation or during their time at the library (with the exception of authors who come to speak about their books or performers who have recordings of their music). Kent District Library requires a contract to be executed by program presenters.\*

Organizations or business affiliation of presenters or co-sponsoring agencies will be used by the Library in promoting programs. This does not constitute endorsement.

\*Contract may include a background check.

## KDL POLICY 3.5

### LOST + FOUND POLICY

LAST REVISED 4.19.19

Kent District Library will retain valuable lost and found items at the branch location where the items are found. When possible, staff will contact the owner to inform him/her that a lost item has been found and note how long the library will hold the item.

Debit cards, credit cards, purses, identification, and wallets that are found at KDL locations will be held until the close of business on the following day. Unclaimed debit and credit cards will be reported lost and then destroyed. Unclaimed purses, wallets and identification will be turned over to local police. KDL locations that do not have local police within 10 miles will turn over purses and wallets to the Kent County Sheriff's Department within 5 days.

Other valuable items, such as electronics and jewelry will be held for three months. After three months, all unclaimed items will be turned over to the Kent County Sheriff's Department.

Loose money found at the library will be held until the close of business each day if the amount is less than \$20.00. If unclaimed, it will be donated to the branch's Friends group (or to KDL in the absence of such a group). Loose money in an amount of \$20.00 or more will be retained for a period of three months and then donated to the branch's Friends group (or to KDL in the absence of such a group), if unclaimed.

Non-valuable items (such as clothing) found at Kent District Library locations will be placed in the lost and found bin at the branch where the items are found. As needed, contents of these bins will be donated to a local charity.

## **KDL POLICY 3.6**

### **BRANCH LIBRARY LOCATIONS**

LAST REVISED 9.15.11

The Kent District Library strives to make efficient and effective use of its resources. Therefore, it is the policy of the Kent District Library to work with local communities in locating new branch sites a minimum of five miles apart, unless justified by demographics.

## **KDL POLICY 3.6.1**

### **BUILDING, ENLARGING OR RENOVATING LIBRARY BUILDINGS**

LAST REVISED 9.15.11

Kent District Library cooperates with all governmental units in making library materials and services available to the public in the buildings owned by the governmental units.

When library buildings are being built, expanded, or renovated, KDL will provide the same services that were provided prior to the building changes. In addition, KDL staff will work with the governmental units to provide desired changes within both KDL budget constraints and Strategic Plan goals. KDL must balance the needs of the whole system while considering the desires of individual branches. Changes may include additional open hours, personnel, computers, equipment, and moving expenses for KDL-owned computers, equipment, and materials. If library buildings are downsized, library services will be re-evaluated in conjunction with the governmental units affected.

When changes are being considered by the Kent District Library staff or the governmental unit, KDL staff must be involved with personnel from the governmental unit in order to achieve the best possible results for all. When evaluating library facility needs, KDL staff will apply recognized state and national guidelines and standards.

Those municipalities that currently do not have a library facility in their community, but are considering building one, are encouraged to consider partnering with other communities.

## **KDL POLICY 3.6.2**

### **SUPPORT FOR BUILDING PROJECTS**

LAST REVISED 4.19.19

Kent District Library staff will work with local governmental units to plan new buildings or expansions of existing buildings. Staff will advise planners, architects, and elected officials of Library needs and building requirements. In support of the expansion or building improvement efforts of local governmental units, staff will provide factual printed and graphic design work for posters and other print material. The

Communications Department will coordinate these support efforts. Kent District Library may also provide factual informational mailings to library patrons consistent with campaign and privacy act laws. Informational mailings as well as printing and design support work will be provided as approved by the Executive Director and within budget limitations.

Michigan law forbids the expenditure of public funds to advocate a vote in favor of a millage or bond issue election. Therefore, Kent District Library staff may not, on paid library time, work on political activities to promote millage or bond issue elections, or disseminate materials which advocate a favorable vote on a millage or bond issue election. Nothing in this policy prevents staff members, on their personal time, from expressing their own personal views, expending their own personal funds, or providing their own personal volunteer services consistent with campaign laws.

### **KDL POLICY 3.6.3**

#### **ACCEPTANCE OF NON-KDL TECHNOLOGY**

LAST REVISED 4.19.19

The planning and funding for future technology is the responsibility of the Kent District Library. However, KDL constituent communities, if they so desire, may donate monetary funds locally to enhance technology service to their community. These monetary funds will be used to purchase specific technologies that are either new and emerging in nature or consistent with current year's KDL purchases for other branches.

Specific technology gifts may also be occasionally accepted if they are consistent with the current year's KDL purchases for other branches, and/or approved by the KDL Information Technology Director to ensure the devices can be effectively supported and maintained by KDL staff. Any potential technology donation must be coordinated in advance of donation (and, if necessary, actual purchase) with the Kent District Library Information Technology Director. The equipment purchased by or with the approval of the Kent District Library becomes the property of the Kent District Library and its future use and ultimate disposal will be at the sole discretion of KDL.



## **KDL POLICY 3.7**

### **MEETING ROOM USE**

LAST REVISED 4.19.19

#### **1. Meetings**

KDL allows private individuals, businesses, organizations and groups to use KDL conference rooms and meeting rooms (the "Rooms") on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission will usually be granted if the Rooms are not needed for administrative use, activities, or programs sponsored in whole or in part by KDL, and when such use is not disruptive of the programs and activities of KDL. Permission is revocable at any time and for any reason and does not constitute a lease. KDL may reject for any reason a request to use a Room. Permission to use the Rooms does not imply KDL endorsement of the aims, policies or activities of any group or organization. KDL may request verification of nonprofit status prior to booking.

#### **2. No Advertising of KDL Sponsorship**

Organizations, businesses and private individuals using the Rooms will not be permitted to use advertising or publicity that imply that their programs are sponsored or co-sponsored or approved by KDL, unless written permission to do so has been previously given by the Director.

#### **3. Admission Charges by Users**

Admission may be charged for programs sponsored by KDL and its affiliated organizations. The sale of goods that directly benefit KDL will also be permitted. No other charges or sales are permitted without the prior written consent of the Director.

#### **4. No Discrimination**

KDL requires that all organizations, businesses, and private individuals hosting meetings at the Service Center will uphold high ethical standards without regard to race, color, religion, sex, age, national origin, disability or other protected status.

#### **5. Adult Supervision**

Users of the Rooms must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. The listed adult must be on site during the reserved meeting time.

### **~~A. MAKING A RESERVATION~~ RESERVING A MEETING ROOM**

#### **~~1. Check Availability Meeting Request Form~~**

To check availability and to request a meeting room, visit [www.kdl.org](http://www.kdl.org), go to the LOCATIONS

section and select KDL SERVICE AND MEETING CENTER. This web page provides details for reserving a meeting room.

~~Room reservations are made online at [www.KDL.org](http://www.KDL.org) under the location tab by clicking on the Service and Meeting Center tab for the form. Organizations, businesses, and/or private individuals will need to complete the Meeting Request Form and submit it. When KDL receives the completed Meeting Request Form, the organization or business may be contacted to confirm, answer questions, or get more details.~~

Per Randy Goble—Currently, room reservations are not an option. Later, this year, we'll have a new website so some details may change. The edits above should work for now and after the new website is set up.

## **2. Signed Agreement**

The person responsible for the meeting must read and sign the Agreement for Public Use of Meeting Rooms and Conference Rooms at the Kent District Library Service and Meeting Center prior to the start of the meeting. The signed Agreement can be emailed to [kdlmtgcenter@kdl.org](mailto:kdlmtgcenter@kdl.org) or dropped off at the front desk prior to check-in.

## **3. Eligible Organizations**

Nonprofit organizations, professional associations, affiliate organizations, commercial businesses, and private individuals may request to use the Rooms.

## **4. Cancellations/No Show**

If your plans change, please contact [kdlmtgcenter@kdl.org](mailto:kdlmtgcenter@kdl.org) or KDL's Operations Coordinator directly to cancel your reservation, but be advised you may be charged the full invoiced amount if the cancellation occurs within 48 hours of the reservation. Not showing up for scheduled reservations may affect your ability to use the facility in the future.

## **5. Frequency**

Rooms are reserved on a first-come, first-served basis for a maximum of two times per month. It is possible to make your monthly/bi-monthly meeting a regular event. It is your responsibility to keep track of your group's usage.

## **6. Availability**

KDL Service Center Rooms (Board Room and Learning Lab) are typically available Monday through Friday from 8:00 a.m. to 8:00 p.m.

KDL Meeting Center Rooms are typically available Monday through Saturday from 8:00 a.m. to 8:00 p.m.

If necessary, KDL reserves the right to cancel the use of the Rooms for any reason including, but not limited to, inclement weather or other unexpected building closures. KDL shall use its best efforts to notify you if KDL intends to cancel the use of the Rooms. In the event of inclement weather or other area emergencies, please contact KDL before the meeting to confirm that the building is still open.

In rare cases, KDL may need to use the Rooms for an unforeseen event, and may ask you to reschedule or find different Rooms for your meeting.

## **7. Fee**

The fee for the Rooms is due according to the due date on the individual invoice. KDL may change the fees at any time without notice.

## **B. YOUR MEETING**

### **1. Catering**

The Board Room, White Pines Conference Room, Bird's Eye View Lab, Trillium Conference Room/Kitchenette, and the Grand River Meeting Room are available for catered meetings. The Rooms will have access to the kitchen if the Trillium Conference Room is reserved. The kitchen has an industrial-size refrigerator, an induction stovetop, convection microwave oven, and dishwasher. Each of the Rooms has access to coffee and water except the Learning Lab. Please make all arrangements necessary with your caterer, including delivery and pick-up times, clean-up and supply of all plates, glasses, utensils and napkins. Catering materials cannot be left overnight in the Rooms or the kitchen. It is your responsibility to comply with all applicable food and health codes and regulations. Alcoholic beverages are not permitted without written Board approval.

### **2. Audiovisual Equipment**

Audiovisual equipment is available and descriptions can be found under the Public Meeting rooms tab on the website. The Board Room and the Trillium Conference Room are the only Rooms that do not have built-in technology available. Please make sure you reserve the appropriate technology for those Rooms at least 24 hours before your meeting. If you have no prior experience with audiovisual equipment, you may want to schedule a time to come in before your meeting to practice.

### **3. Damages and Liability**

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by any person, group or organization using its Rooms. Any person, group or organization using the Rooms shall be responsible for any damage to KDL building, grounds, collections, or equipment caused by the person, group or organization, its members, or those attending its program. Any person, group, or organization holding meetings at the Service Center or Meeting

Center fully releases and discharges KDL, its Board, officers and employees from any and all claims from property damage and injuries, including death, damages or loss, which may be alleged to have arisen out of, or in connection with, the meeting, the use of Rooms or the use of the facility.

#### **4. Security**

The Library may deem that a meeting or event requires security. It is the responsibility of the private individual, business, or organization renting the space to provide it.

#### **5. Additional Rules and Regulations**

- a. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the Rooms.
- b. Any use of the Rooms which disrupts the normal operations of KDL will not be permitted.
- c. Smoking, e-cigarettes, vaping, chewing tobacco, and the use of any candles or other flammables is not permitted anywhere in or on KDL property.
- d. Hazardous materials including, but not limited to, paints, solvents and explosives are prohibited.
- e. Groups using the facility must comply with the Americans with Disabilities Act and upon 48 hours' notice are responsible for providing qualified interpreters and/or auxiliary aids as requested.
- f. No decorations or other materials may be posted, attached, or affixed to the walls, windows, doors or other surfaces unless approved by KDL. If such approval is granted, any such material must be removed at the close of the scheduled time.
- g. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in KDL or on KDL property.
- h. Use of the Rooms does not constitute KDL's endorsement of the policies or beliefs of any group or person.
- i. Users must obey all laws, library policies, and local ordinances. Stealing, defacing, or damaging library equipment, materials or facilities is not allowed.
- j. Users must respect KDL patrons and employees. Users may not annoy or harass other persons, engage in loud or disruptive conduct, or cause a public disturbance.
- k. Solicitation and loitering are not allowed.
- l. To protect your personal belongings, do not leave them unattended. KDL is not responsible for damaged, lost or stolen items.
- m. Shirt and shoes are required.
- n. No pets (other than service animals) are allowed in KDL building.
- o. Users must complete their meeting within the reserved time period.

#### **6. Clean Up**

You must clean up the Rooms upon conclusion of your meeting and turn in the Check-out Form to

the front desk.

## **KDL POLICY 3.8**

### **PLANNED CLOSINGS**

LAST REVISED 9.5.11

Every effort will be made to keep Kent District Library facilities open to serve the public as scheduled. In some instances, however, building closures may be required for the maintenance and upkeep of facilities. Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of Kent District Library. All planned closings are approved by the Library Board and announced to the public with as much forewarning as possible.

## **KDL POLICY 3.8.1**

### **EMERGENCY CLOSINGS**

LAST REVISED 12.20.12

Every effort will be made to keep Kent District Library facilities open to serve the public as scheduled. Whenever a situation arises that, in the judgment of the branch manager or his/her designee, jeopardizes anyone's personal safety or well-being, the building may be closed. Such situations could include, but are not limited to: power failure, flooding, fire, vandalism, or extreme weather. In certain instances, the Kent District Library Executive Director may close the entire system.

## **KDL POLICY 3.8.2**

### **BEREAVEMENT OR FUNERAL CLOSINGS**

LAST REVISED 4.19.19

In the event of an employee's death, arrangements may be made for staff to attend the memorial service/funeral. These arrangements may include, at the discretion of the Executive Director, closing the library branch(es) for a period of time.

## KDL POLICY 3.9

### LIBRARY VEHICLES

LAST REVISED 4.19.19

Library vehicles are to be used by authorized Library staff or approved designee for Library business only. Drivers must have a valid Michigan driver's license and obey state laws while using Library vehicles. Drivers must sign waiver and provide KDL with a copy of their valid driver's license for KDL to keep on file. Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited in the KDL vans. Use of cell phones, taking calls, making calls or texting, is prohibited while the vehicle is in use.

## **KDL POLICY 3.10**

### **BUILDING SAFETY**

LAST REVISED 8.21.03

The Kent District Library is concerned about the health and welfare of all employees. Therefore, it is the policy of the Kent District Library that no employees work alone at any Kent District Library facility. Staff scheduling must be arranged in such a way to ensure that there is always a minimum of two Library employees in the building during all open hours.

## **KDL POLICY 3.10.1**

### **KEYS TO BUILDINGS**

LAST REVISED 8.12.95

In the interests of safety and security, only authorized individuals will be given keys to Kent District Library facilities.

## **KDL POLICY 3.10.2**

### **LIBRARY ACCESS WHEN CLOSED**

LAST REVISED 4.19.19

In the interests of safety and Library liability, only authorized individuals or other individuals approved in writing by the Kent District Library Board or the Executive Director may have access to the physical spaces occupied by the Kent District Library when they are closed.





## RESOLUTION

### Proposed "Additional Millage Rate"

#### MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held at the Kent District Library Service + Meeting Center on July 16, 2020 at 4:30 PM.

The meeting was called to order by\_\_\_\_\_.

**PRESENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ABSENT:** \_\_\_\_\_

#### RESOLUTION

**WHEREAS**, after careful examination of the Library's estimated operating expenses for the 2020 fiscal year and estimated revenues based on the taxable valuation of property within the Library District, the Board has determined that the best interests of the Library require the levy of a total of 1.2581 mills out of the total authorized amount of 1.28 mills, which has been reduced to 1.2581 mills as a result of the Headlee Amendment to the Constitution ("Headlee"), to provide sufficient revenue for the Library for operating purposes for the ensuing fiscal year; and

**WHEREAS**, a levy of this amount will result in an "additional millage rate" as defined by Section 23e of the General Property Tax Act, 1893 PA 206, MCL 211.24e, as amended (the "Act"), of 0.0234 mill; and

**WHEREAS**, the Act requires that the proposed "additional millage rate" be established by resolution of the Board prior to conducting the public hearing.

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. In order to provide sufficient revenue for the Library for operating purposes, the Board proposes to levy on December 1, 2020, 1.2581 mills of its total authorized amount of 1.28 mills, as reduced by Headlee, which includes an "additional millage rate" of 0.0234 mill.
2. A public hearing on the Library's proposed millage rate (including the "additional millage rate") shall be held on August 20, 2020 at 4:30 PM at the Kent District Library Service + Meeting Center in Comstock Park, Michigan.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be, and the same hereby are, rescinded.

The Board hereby approves and adopts the Proposed "Additional Millage Rate" attached hereto and made a part hereof.

THE FOREGOING RESOLUTION was adopted on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_. Upon roll call vote, the following voted aye: \_\_\_\_\_. The following voted nay: \_\_\_\_\_. The Chair declared the motion carried and the Resolution duly adopted on the 16<sup>th</sup> day of July 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 July 16, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: July 16, 2020

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SHERI GILREATH-WATTS, KDL Board Secretary