

Kent  
District  
Library



-11-

BOARD OF TRUSTEES  
MEETING PACKET

NOVEMBER 2020



# BOARD OF TRUSTEES

## Meeting Agenda

### LOCATION

Held via remote connection per Michigan Senate Bill 1108.

### DATE & TIME

Thursday, November 19, 2020 at 7:00 PM.

#### 1. CALL TO ORDER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: October 15, 2020
- C. Approval of Minutes: October 29, 2020
- D. Request for Close: Grandville Branch to close on December 3 in order to accommodate electrical services related to construction.

#### 4. LIAISON REPRESENTATIVE COMMENTS

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

#### 6. PUBLIC HEARING – 2021 Budget\*

*Roll Call Vote*

#### 7. FINANCE REPORTS – October 2020\*

#### 8. LAKELAND LIBRARY COOPERATIVE REPORT

#### 9. DIRECTOR'S REPORT – October 2020

#### 10. NEW BUSINESS

- A. Finance Department Systems Audit Report Review by Rehmann
- B. Director's Evaluation: Request for December Closed Session\*
- C. 2021 In-Service Dates\*
- D. Policy Manual—Section 6.10 Electronic Communications Policy—*First Reading\**
- E. Issue Analysis: Design and Renovation of the Service Center—*First Reading\**
- F. Issue Analysis: Maner Costerisan Auditing Extension—*First Reading\**
- G. Resolution: Health Insurance Funding\*
- H. Resolution: Approval of 2021 Budget\*
- I. Contract: Amy Van Andel Library and Community Center Contract\*

*Roll Call Vote*

*Roll Call Vote*

*Roll Call Vote*

#### 11. LIAISON REPRESENTATIVE COMMENTS

#### 12. PUBLIC COMMENTS\*\*

#### 13. BOARD MEMBER COMMENTS

#### 14. MEETING DATES

Regular Meeting: Thursday, December 17, 2020 – KDL Service Center, 4:30 PM

#### 15. ADJOURNMENT\*



# BOARD OF TRUSTEES

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## LOCATION

Held via remote connection per Governor Whitmer's Executive Order 2020-160.

## DATE + TIME

Thursday, October 15, 2020 at 4:30 PM.

**BOARD PRESENT:** Shirley Bruursema, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Charles Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

**BOARD ABSENT:** None.

**STAFF PRESENT:** Katie Blakeslee, Jaci Cooper, Sheri Glon, Randy Goble, Brian Mortimore, Elvia Myers, Christine Mwangi, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

**GUESTS PRESENT:** Bill Brinkman

### 1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:32 PM.

### 2. PLEDGE OF ALLEGIANCE

### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: September 17, 2020
- C. Request for Closing – Gaines Branch on November 3, 2020 to accommodate voting.
- D. Request for Closing – Wyoming Branch on November 3, 2020 to accommodate voting.

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

**Support:** Supported by Ms. Weller.

**RESULT:** Motion carried.

### 4. LIAISON REPRESENTATIVE COMMENTS – None.

### 5. PUBLIC COMMENTS\*\* – None.

### 6. FINANCE REPORTS –September 2020\*

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

- Cash appears to be similar to the previous year.
- KDL is 75% through the fiscal year, has received approximately 95% of budgeted annual revenues and has spent approximately 64% of budgeted expenditures.

- The largest check written for the month of September was to Priority Health for approximately \$123K for employee health insurance and to Presidio Networked Solutions Group for approximately \$51K for IT hardware at the Ada branch.
- September had two voided checks due to them being lost in the mail.

**Motion:** Mr. Myers moved to receive and file September 2020 finance reports as presented.

**Support:** Supported by Ms. Weller.

**RESULT:** Motion carried.

## 7. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the October 8, 2020 virtual meeting:

- LLC board meetings are currently scheduled to be held via zoom through the end of 2020.
- Under new business, the board approved its first budget adjustment for the new fiscal year, which began on October 1, 2020.
- Dale Parus of Ionia Community Library was voted in as the new Board Chair, replacing Diane Kooiker of Herrick District Library in Holland.

## 8. DIRECTOR'S REPORT – September 2020

- Lance Werner introduced two new staff members to the group: Fund Development Manager Christine Mwangi and Executive Assistant Elvia Myers.
  - Christine Mwangi began work with KDL at the branch level and is excited to advance her career as part of the KDL family. Before accepting this role, Christine also held an executive position at the local YMCA. She is eager to face the challenges of this new role.
  - Elvia Myers comes to KDL with previous experience as an Executive Assistant of Cardiovascular Health in the Spectrum Health medical system. A mother of three, her passion for learning and education was a huge incentive in applying for this role. She is excited to be a part of this team and give back to her community.
- Lance Werner also recognized Carrie Wilson's official title change as Director of Library Operations. Ms. Wilson likewise shared her enthusiasm for entering this role and looks forward to more thoroughly integrating both front and back of house operations.
- Unfortunately, the Library has reported its first COVID case amongst staff. Located in the Service + Meeting Center's Collection Services Department, KDL has made every effort to thoroughly disinfect the area and quarantine anyone who might have been in contact with the infected person. Any employees in quarantine will be fully compensated for their time with no consequence to their sick pay. In the meantime, Leadership continues to work with the team allow affected employees to do their work from home in a meaningful way.

The board asked questions of staff and staff responded.

## 9. NEW BUSINESS

### A. 2020 Literary Libations Overview

KDL's new Development Manager Christine Mwangi gave a recap of the night: In comparison to 2019, profits for 2020 fell short by \$5K; however, given that expenses were considerably more in 2019 due to the in-person venue and fundraising was expected to fall short due to economic stress surrounding the global pandemic, KDL is proud of these numbers and views the night as a success.

**B. 2020 Director's Evaluation Process**

Brian Mortimore and Jaci Cooper reviewed the full process for evaluating the Executive Director's 2020 performance. There are still a number of materials yet to be sent out, but the prepared link is active and ready for board evaluations.

**C. Policy Manual—Section 6: Personnel—*Second Reading\****

**Motion:** Mr. Erlewein moved to approve changes to Section 6 of the KDL Policy Manual as presented.

**Support:** Supported by Mr. Noreen.

**RESULT:** Motion carried.

**D. 2021 Board of Trustees Meeting Schedule—*Second Reading\****

**Motion:** Ms. Oliver moved to approve the 2021 Board of Trustees Meeting schedule as presented.

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

**RESULT:** Motion carried.

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

- There will be an official opening of Grand River Park at 2 pm at October 20, 2020.
- The township is currently working on getting budgets and a new Strategic Plan completed.

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

**12. BOARD MEMBER COMMENTS**

**Ms. Bruursema** – Ms. Bruursema welcomes the new staff and is so happy these vacancies filled. She is ready to be out of the online meeting platform, but understands the continued need for safety. After COVID levels go down, she wants to make a point of visiting all 20 KDL branches.

**Mr. Dykhuis** – After welcoming the new KDL staff members, Mr. Dykhuis expressed amazement at how quickly the Grandville branch renovations are taking place. Things are being framed out with minimal disruption to the rest of the branch staff.

**Mr. Erlewein** – No additional comments.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts welcomed Ms. Myers and Ms. Mwangi to their new roles at KDL and thanks them both for being a wonderful part of this team. She is excited to work with

them. Although she has been shy about visiting her local KDL branch due to the reality of Michigan's COVID exposure, she has every intention of entering a branch again soon.

**Mr. Myers** – Mr. Myers has been excited about the progress of the new Ada branch and continues to be amazed and pleased by how well KDL has planned for and handled the COVID-19 crisis.

**Mr. Noreen** – Mr. Noreen welcomed all the new employees. He recently checked out a hotspot at his local branch and thanks KDL for this great service.

**Ms. Oliver** – Ms. Oliver has been happy to visit the Lowell branch and see how things are going there. She welcomes new staff members and congratulates Ms. Wilson for her more permanent title. She has been deeply involved in negotiations with her school district about reopening procedures. As a result, this has made her thankful for how well KDL has approached things.

**Ms. Weller** – Ms. Weller welcomed the new staff members and joked with Brian Mortimore that he is not allowed to leave KDL anytime soon.

### 13. MEETING DATES

*Budget Work Session: Thursday, October 29, 2020 – Online Virtual WebEx experience, 4:30 PM.*

*Regular Meeting: Thursday, November 19, 2020 – KDL Service & Meeting Center, 7:00 PM.*

### 14. ADJOURNMENT\*

**Motion:** Mr. Noreen moved for adjournment at 5:19 PM.

**Support:** Supported by Mr. Erlewein.

**RESULT:** Motion carried.

A handwritten signature in black ink, appearing to read "Sarah M. Adkins", is written above a horizontal line.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



# BOARD OF TRUSTEES

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## LOCATION

Held via remote connection per Governor Whitmer's Executive Order 2020-160.

## DATE + TIME

Thursday, October 29, 2020 at 4:30 PM.

**BOARD PRESENT:** Shirley Bruursema, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Charles Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

**BOARD ABSENT:** None.

**STAFF PRESENT:** Katie Blakeslee, Jaci Cooper, Randy Goble, Brian Mortimore, Elvia Myers, Christine Mwangi, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

**GUESTS PRESENT:** None.

### 1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:34 PM.

### 2. PLEDGE OF ALLEGIANCE

### 3. CONSENT AGENDA\*

A. Approval of Agenda

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

**Support:** Supported by Mr. Noreen.

**RESULT:** Motion carried.

### 4. LIAISON REPRESENTATIVE COMMENTS – None.

### 5. PUBLIC COMMENTS\*\* – None.

### 6. NEW BUSINESS

A. 2021 Budget

- Lance Werner thanked the Finance Department for taking this on even though the previous Director of Finance, Laura Powers, had to leave in the middle of it. He welcomed Acting Director of Finance Melissa Snyder to take over the rest of the presentation.
- Ms. Snyder thanked all branch and department managers for their work on the budget, especially Missy Lancaster, who reviewed each individual branch.

- Explanation of changes: The \$3.3M to be drawn from the KDL fund balance will largely cover costs associated with the Service Center Refresh. Another large project includes WonderKnook.
- The Five-Year Forecast projects spending based on actuals over previous years shows how we expect the fund balance to be applied.

Missed: items of feasibility study and strategic plan piece.

- KDL currently uses Mango as a language service provider, but will soon be switching over to Rosetta Stone in order to appeal to a broader audience. The advantage is that Rosetta Stone covers fluency as well as verbiage.
- Included in the 2021 budget are sustainability updates, which will refresh many outdated services and technologies. For instance, the data colocation center has not been refreshed in the past five years.
- Although a one-year budget cannot possibly reflect a five-year strategic plan in whole, Leadership Team remains ready to drop programs or re-examine efforts that prove duplicitous or irrelevant as time goes on.
- In response to the coronavirus pandemic, additional PPE items and cleaning services have also been built into the budget. These numbers are merely estimates.
- Because the KDL Labor Contract is on a five-year basis, there are currently no changes to benefits.
- In some ways, the new KDL staffing model has allowed for savings throughout the next year, with even greater savings anticipated as time goes on.

The board asked questions of staff and staff responded.

#### **7. LIAISON REPRESENTATIVE COMMENTS – None.**

#### **8. PUBLIC COMMENTS\*\* - None.**

#### **9. BOARD MEMBER COMMENTS**

**Ms. Bruursema** – Ms. Bruursema enjoyed the polished format of the budget and cannot recall a time when things were put together as well as they are now.

**Mr. Dykhuis** – Mr. Dykhuis also complimented the format of the budget, but requested an additional baseline summary in Microsoft Excel that would allow him to work with the numbers a bit more.

**Mr. Erlewein** – Mr. Erlewein thanked the Leadership Team for all the effort they poured into the budget as he knows it takes a lot of work.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts expressed appreciation for how thorough and fleshed out the budget is and feels that KDL continues to remain one step ahead of the game instead of



taking on a reactive approach. Recently, she was able to visit the Wyoming branch and meet with Branch Manager Anjie Gleisner. She thanks KDL staff for continuing to provide excellent service even as things have drastically changed.

**Mr. Myers** – Mr. Myers had no additional comments.

**Mr. Noreen** – Mr. Noreen echoed sentiments of how well presented the 2021 budget is.

**Ms. Oliver** – Ms. Oliver was glad to see how well this strategic plan lines up with KDL's mission and values. She hopes everyone is able to visit their branches and reconnect with others soon.

**Ms. Weller** – Ms. Weller thinks KDL did a fantastic job building this budget and is impressed with how thorough it is.

#### **10. MEETING DATES**

*Regular Meeting & Budget Approval: Thursday, November 19, 2020 – KDL Service & Meeting Center, 7:00 PM.*

#### **11. ADJOURNMENT\***

**Motion:** Mr. Myers moved for adjournment at 5:28 PM.

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

**RESULT:** Motion carried.



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**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**

6 November 2020

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

Dear Board of Trustees:

I am writing today to ask that we close the Grandville branch for the day on Wednesday, December 3, in addition to the closure on Tuesday December 2 for all staff. The construction crew has notified me that in order to change over some electrical service they need a 2 days stretch where the building will not have electricity and they hope to do this within the next month or so. Since the building was already going to be closed for one day on December 2 for the all staff training, doing it on the 2<sup>nd</sup> and 3<sup>rd</sup> of December would allow us to only add one additional day instead of two day closing at another time.

I did mentioned this potential date to Ken Krombeen, City Manager, and he agreed that tying this additional closure in with our all staff training made the most sense on the city side. The only caveat at this point is that the electrician is going to shoot for this date, but if all the ordered material doesn't come in soon enough they might need to bump the closure back a few weeks. We should have a sense of that in the coming weeks. Should that happen I will reach out to the board with an update.

Thanks in advance for your consideration and flexibility as we proceed with this project over the next year.

Sincerely,

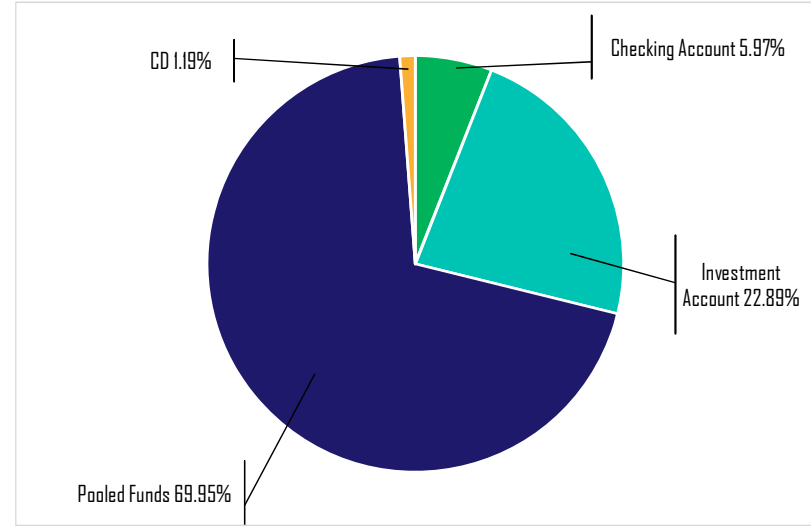
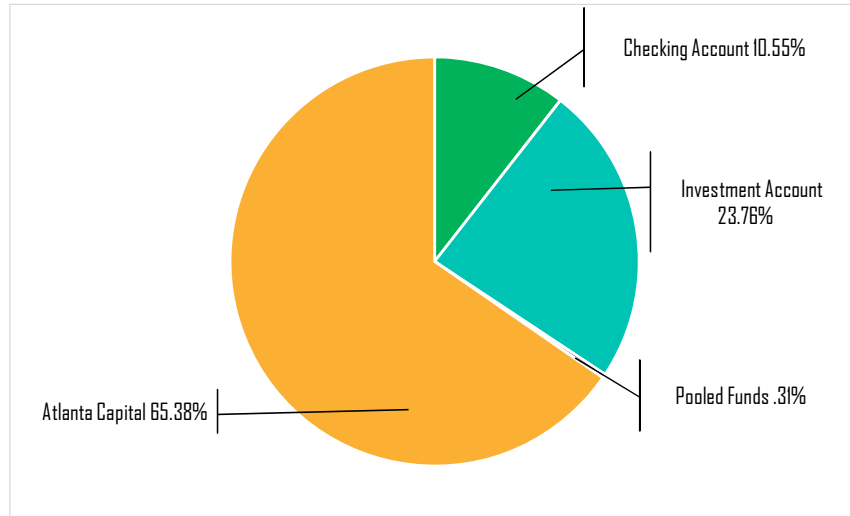
A handwritten signature in black ink, appearing to read 'Joshua Bernstein', with a stylized flourish extending to the right.

Joshua Bernstein  
Grandville Branch Manager

cc: Lance Werner, Executive Director



## Monthly Cash Position Per Bank Month ended October 31



2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$1,916,613.92
Huntington Investment Account	0.018%	\$4,317,558.92
*Kent County Pooled Funds	0.760%	\$56,401.36
Atlanta Capital Investments		\$11,878,846.00
		<u>\$18,169,420.20</u>

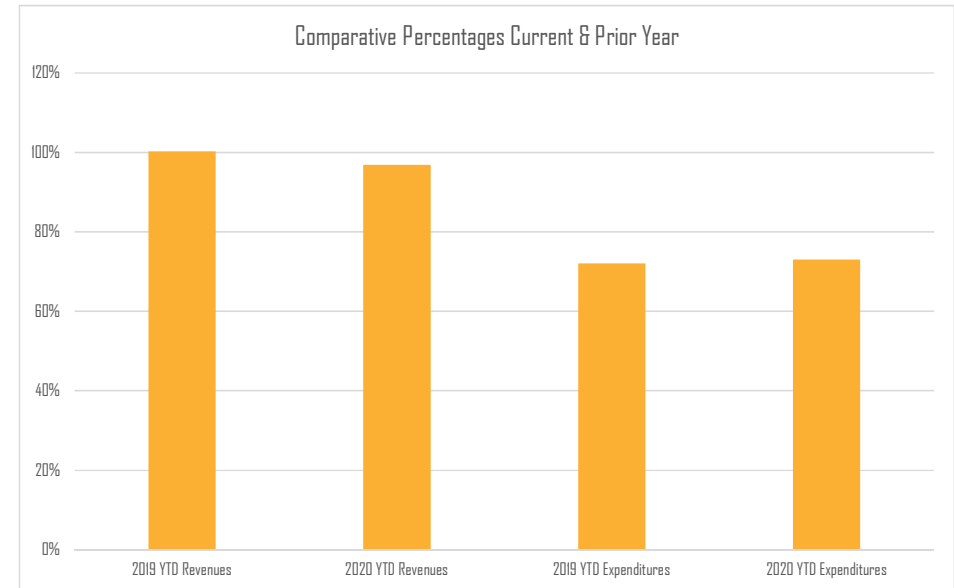
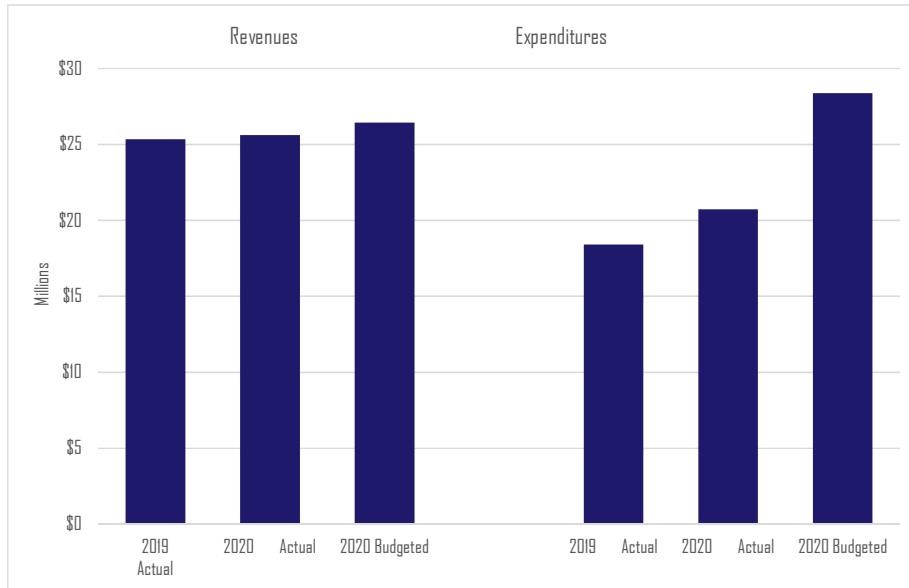
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$1,342,691.91
Huntington Investment Account	1.459%	\$5,150,379.50
*Kent County Pooled Funds	2.194%	\$15,743,224.48
First National Bank	2.580%	\$268,655.72
		<u>\$22,504,951.61</u>

\* Includes Trust Pooled fund balances

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



## Monthly Revenues and Expenditures Month ended October 31



### Budget to Actual with Prior Year Comparison

#### Revenues

2019 Actual	\$	25,344,330
2020 Actual	\$	25,619,824
2020 Budgeted	\$	26,447,698

#### Expenditures

2019 Actual	\$	18,424,412
2020 Actual	\$	20,738,210
2020 Budgeted	\$	28,378,552

### Comparative Percentages Current & Prior Year

#### Account

Account	Amount
2019 YTD Revenues	100.3%
2020 YTD Revenues	96.9%
2019 YTD Expenditures	72.1%
2020 YTD Expenditures	73.1%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 10/1/2020 Through 10/31/2020  
(In Whole Numbers)

	YTD Actual	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	23,203,826	23,331,338	(127,513)	(1)%
Penal Fines	619,366	795,000	(175,634)	(22)%
Charges for Services	41,264	138,000	(96,736)	(70)%
Interest Income	144,019	302,500	(158,481)	(52)%
Public Donations	247,798	437,020	(189,222)	(43)%
Other Revenue	456,357	549,700	(93,343)	(17)%
State Sources	907,195	894,140	13,055	1 %
Total Revenues	25,619,824	26,447,698	(827,874)	(3)%
Expenditures				
Salaries and Wages	10,104,555	12,666,513	2,561,958	20 %
Employee Benefits	2,786,815	3,927,954	1,141,139	29 %
Collections - Digital	1,881,953	1,849,223	(32,730)	(2)%
Collections - Physical	1,645,025	2,673,390	1,028,365	38 %
Supplies	698,946	970,578	271,632	28 %
Contractual and Professional Services	916,464	1,520,083	603,619	40 %
Programming and Outreach	183,797	327,453	143,656	44 %
Maintenance and Utilities	1,372,909	1,998,906	625,997	31 %
Staff Development	108,990	371,025	262,034	71 %
Board Development	725	25,280	24,555	97 %
Other Expenditures	599,300	963,296	363,996	38 %
Capital Outlay	438,731	1,084,852	646,121	60 %
Total Expenditures	20,738,210	28,378,552	7,640,342	27 %
Excess Revenue Over (Under) Expenditures	4,881,614	(1,930,854)	6,812,468	(353)%

Kent District Library  
Statement of Revenues and Expenditures  
245 - Business Consulting Special Revenue Fund  
From 10/1/2020 Through 10/31/2020  
(In Whole Numbers)

YTD Actual

Expenditures	
Salaries and Wages	5,200
Employee Benefits	1,300
Maintenance and Utilities	1,000
Other Expenditures	1,876
Total Expenditures	9,376
Excess Revenue Over (Under) Expenditures	(9,376)

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2020 Through 10/31/2020  
(In Whole Numbers)

	YTD Ending October 31, 2019	YTD Ending October 31, 2020	Total Variance
Revenues			
Property Taxes	22,126,196	23,203,826	1,077,629
Penal Fines	787,989	619,366	(168,623)
Charges for Services	170,277	41,264	(129,013)
Interest Income	292,098	144,019	(148,079)
Public Donations	273,576	247,798	(25,778)
Other Revenue	789,190	456,357	(332,834)
State Sources	905,002	907,195	2,193
Total Revenues	25,344,330	25,619,824	275,494
Expenditures			
Salaries and Wages	9,059,792	10,104,555	1,044,763
Employee Benefits	2,669,399	2,786,815	117,416
Collections - Digital	1,201,915	1,881,953	680,037
Collections - Physical	1,724,252	1,645,025	(79,228)
Supplies	403,096	698,946	295,850
Contractual and Professional Services	972,947	916,464	(56,483)
Programming and Outreach	229,240	183,797	(45,442)
Maintenance and Utilities	1,415,673	1,372,909	(42,764)
Staff Development	128,495	108,990	(19,505)
Board Development	8,568	725	(7,843)
Other Expenditures	503,169	599,300	96,131
Capital Outlay	107,867	438,731	330,864
Total Expenditures	18,424,412	20,738,210	2,313,798
Excess Revenue Over (Under) Expenditures	6,919,918	4,881,614	(2,038,304)

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 10/1/2020 Through 10/31/2020  
(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	598	23,009,053	23,128,111	(119,058)	(1)%
4412 Delinquent personal property taxes	334	7,479	25,000	(17,521)	(70)%
4432 DNR - PILT	0	48,552	14,000	34,552	247 %
4437 Industrial facilities taxes	186	138,742	164,227	(25,486)	(16)%
Total Property Taxes	1,117	23,203,826	23,331,338	(127,513)	(1)%
<b>Penal Fines</b>					
4581 Penal fines	0	619,366	795,000	(175,634)	(22)%
Total Penal Fines	0	619,366	795,000	(175,634)	(22)%
<b>Charges for Services</b>					
4650 Printing/fax fees	25	24,299	100,000	(75,701)	(76)%
4660 Other Patron Fees	437	(40)	5,000	(5,040)	(101)%
4685 Materials replacement charges	2,412	17,005	33,000	(15,995)	(48)%
Total Charges for Services	2,874	41,264	138,000	(96,736)	(70)%
<b>Interest Income</b>					
4664 Interest Earned on Restricted Investments	35	567	0	567	0 %
4665 Interest earned on deposits and investments	16,100	141,459	300,000	(158,541)	(53)%
4666 Interest Earned - Property Taxes	35	1,993	2,500	(507)	(20)%
Total Interest Income	16,170	144,019	302,500	(158,481)	(52)%
<b>Public Donations</b>					
4673 Restricted donations	21,478	234,659	157,020	77,639	49 %
4674 Unrestricted donations	1,988	13,139	280,000	(266,861)	(95)%
Total Public Donations	23,466	247,798	437,020	(189,222)	(43)%
<b>Other Revenue</b>					
4502 Universal Service Fund - eRate	0	401,367	515,200	(113,833)	(22)%
4583 Contributions from public schools	0	25,000	25,000	0	0 %
4651 Admission/Entry fees	206	204	0	204	0 %
4667 Building rental	0	630	5,000	(4,370)	(87)%
4668 Royalties	732	3,052	4,500	(1,448)	(32)%
4672 Local grants	0	15,000	0	15,000	0 %
4676 Reimbursement of expenditures	628	1,043	0	1,043	0 %
4677 Program contributions	0	250	0	250	0 %
4686 Sale of Equipment	135	445	0	445	0 %
4688 Miscellaneous	163	1,416	0	1,416	0 %
4690 CARES Act - Emergency Sick Leave Credit	1,586	7,949	0	7,949	0 %
Total Other Revenue	3,450	456,357	549,700	(93,343)	(17)%
<b>State Sources</b>					
4540 State Aid	0	316,761	314,067	2,694	1 %
4541 State aid - LBPH/TBBC	0	41,073	41,073	0	0 %
4548 Renaissance Zone reimbursement	0	88,726	89,000	(274)	(0)%
4549 Personal Property tax reimbursement	460,635	460,635	450,000	10,635	2 %
Total State Sources	460,635	907,195	894,140	13,055	1 %
Total Revenues	507,712	25,619,824	26,447,698	(827,874)	(3)%



**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 10/1/2020 Through 10/31/2020  
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
<b>Expenditures</b>					
<b>Salaries and Wages</b>					
5700 Board Stipend	240	2,070	3,720	1,650	44 %
5706 Extra duty stipends	750	4,650	6,500	1,850	28 %
5710 Contra Salaries and Wages - Consulting Admin	(520)	(5,200)	0	5,200	0 %
5713 Salary & Wages	1,364,686	10,103,035	12,656,293	2,553,258	20 %
Total Salaries and Wages	1,365,156	10,104,555	12,666,513	2,561,958	20 %
<b>Employee Benefits</b>					
5709 FICA	100,356	745,619	963,936	218,317	23 %
5717 Defined Contribution Pension Plan Contributions	51,925	386,604	688,178	301,574	44 %
5718 Employee Health Benefits	118,537	1,211,978	1,640,731	428,753	26 %
5720 HSA/Flex	0	349,200	389,820	40,620	10 %
5723 Retiree Health Care OPEB	150	1,500	1,800	300	17 %
5724 Life Insurance	2,071	22,238	29,798	7,560	25 %
5725 Additional Life Insurance	0	7,480	25,934	18,455	71 %
5727 Gradifi Student Loan Assistance	4,477	51,296	148,283	96,987	65 %
5728 YMCA Membership Support	10	370	15,480	15,110	98 %
5730 Other Employee Benefits	344	11,831	13,994	2,163	15 %
5735 Contra Employee Benefits - Consulting Admin	(130)	(1,300)	0	1,300	0 %
5842 Unemployment Claims	0	0	10,000	10,000	100 %
Total Employee Benefits	277,740	2,786,815	3,927,954	1,141,139	29 %
<b>Collections - Digital</b>					
5785 Cloud Library/OverDrive	(17,880)	1,199,808	1,218,000	18,192	1 %
5786 Hoopla	110,000	362,000	252,000	(110,000)	(44)%
5787 Digital Collection	0	107,650	118,635	10,985	9 %
5788 Miscellaneous Electronic Access	0	212,495	260,588	48,093	18 %
Total Collections - Digital	92,120	1,881,953	1,849,223	(32,730)	(2)%
<b>Collections - Physical</b>					
5791 Subscriptions	105	70,048	74,460	4,412	6 %
5815 KDL Cruisers	3,011	22,032	29,000	6,968	24 %
5871 Branch Local Materials - Restricted Donation Expenditures	574	6,944	13,050	6,106	47 %
5982 Collection Materials - Depreciable	151,331	1,012,087	1,654,875	642,788	39 %
5983 CD/DVD Collection Materials - Non-Depreciable	30,266	263,596	729,965	466,369	64 %
5984 Beyond Books Collection - Non-Depreciable	106,329	270,317	172,040	(98,277)	(57)%
Total Collections - Physical	291,616	1,645,025	2,673,390	1,028,365	38 %
<b>Supplies</b>					
5750 Processing Supplies	8,082	63,812	173,311	109,499	63 %
5751 Office Supplies	2,258	21,422	52,833	31,411	59 %
5752 Paper	1,606	10,354	27,122	16,768	62 %
5753 AV Supplies	75	2,380	17,025	14,645	86 %
5754 Disposable Technology <\$1000	0	240,288	351,684	111,396	32 %
5755 Maintenance Supplies - Custodial	1,609	27,969	11,841	(16,128)	(136)%

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 10/1/2020 Through 10/31/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5756	Water Cooler Supplies & Water	113	1,828	7,450	5,622	75 %
5757	Meeting Center Supplies	0	688	4,000	3,312	83 %
5760	Technology Accessories	911	6,280	23,072	16,792	73 %
5764	All-staff Supplies	0	0	30,000	30,000	100 %
5765	Wellness Supplies	0	5,489	500	(4,989)	(998)%
5766	Team KDL Supplies	0	1,865	1,500	(365)	(24)%
5767	New EE Shirts/Tote Bags	0	1,423	7,000	5,577	80 %
5768	Promotions Supplies	0	11,328	33,235	21,907	66 %
5769	Service Awards	123	301	700	399	57 %
5770	Other Awards/Prizes	1,017	174,386	130,335	(44,051)	(34)%
5771	Non-Alcoholic Beverages	63	1,578	12,660	11,082	88 %
5790	Books (not for circulation)	(605)	4,783	9,920	5,137	52 %
5799	Miscellaneous Supplies	1,032	59,118	18,358	(40,761)	(222)%
5851	Mail/Postage	747	32,195	9,291	(22,905)	(247)%
5900	Copier/Printer Overage Charges	3,569	31,457	48,741	17,284	35 %
	Total Supplies	20,600	698,946	970,578	271,632	28 %
	Contractual and Professional Services					
5792	Software	4,656	355,297	457,109	101,813	22 %
5801	Professional Services	160	17,478	187,200	169,722	91 %
5803	IT Consultant - Consulting Svcs.	0	11,530	47,000	35,470	75 %
5804	Other Consultants	23,912	100,425	39,850	(60,575)	(152)%
5805	Audit Services	0	29,600	27,100	(2,500)	(9)%
5806	Legal Services	1,056	28,475	49,500	21,025	42 %
5809	Temporary Contracted Employees	0	12,000	15,000	3,000	20 %
5811	IT Contracted Services	0	19,232	75,000	55,768	74 %
5812	HR Contracted Services	0	1,968	3,000	1,032	34 %
5813	Delivery Services	20,480	83,148	146,027	62,879	43 %
5814	Security Services	0	31,197	52,162	20,966	40 %
5817	Lakeland Library Co-op services	1,428	4,627	4,000	(627)	(16)%
5818	Shredding services	0	0	575	575	100 %
5819	Drug Screenings/background checks	120	531	3,500	2,969	85 %
5823	Inspection Services	0	1,469	3,200	1,732	54 %
5825	Team KDL Services	0	0	12,500	12,500	100 %
5827	Catering	1,726	3,319	31,425	28,106	89 %
5829	Custodial/cleaning services	0	10,184	18,500	8,316	45 %
5830	Other Contracted Services	0	12,936	67,893	54,957	81 %
5834	Wellness Services	0	0	7,425	7,425	100 %
5836	Employee & Partner Care (Flowers, Etc)	631	4,430	6,630	2,200	33 %
5890	ILS Fees	0	110,919	167,773	56,854	34 %
5891	Licenses and Fees	0	4,247	4,400	153	3 %
5893	Marc Records License	377	2,693	7,500	4,807	64 %
5956	Other Benefits Administration Fees	2,041	24,279	15,030	(9,249)	(62)%
5957	Pension Administration Fees	1,416	4,453	6,600	2,147	33 %
5958	Payroll processing fees	3,426	33,388	37,000	3,612	10 %
5960	Banking Fees	333	1,310	4,150	2,840	68 %
5961	TSYS/Credit Card Fees	(43)	7,331	23,033	15,702	68 %
	Total Contractual and Professional Services	61,718	916,464	1,520,083	603,619	40 %
	Programming and Outreach					

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 10/1/2020 Through 10/31/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5794	Outreach Supplies	0	4,387	29,782	25,395	85 %
5795	Programming Supplies	1,611	35,026	105,150	70,124	67 %
5865	Programming Services	5,800	19,398	44,206	24,808	56 %
5885	Speakers/Performers	3,050	124,498	146,955	22,457	15 %
5950	Airport Free Library	0	488	1,360	872	64 %
	Total Programming and Outreach	10,461	183,797	327,453	143,656	44 %
	Maintenance and Utilities					
5822	Maintenance Contracts	0	2,390	6,600	4,210	64 %
5848	Mobile Hotspots	4,441	16,210	14,040	(2,170)	(15)%
5849	Cell Phones/ Stipends	2,841	21,631	34,161	12,530	37 %
5850	Telephones	2,137	22,435	50,953	28,518	56 %
5852	Internet/Telecomm Services	54,257	526,598	649,122	122,524	19 %
5918	Water/Sewer	0	1,242	3,800	2,558	67 %
5919	Waste Disposal	396	5,364	5,500	136	2 %
5920	Electric	6,094	41,696	78,000	36,304	47 %
5921	Natural Gas	100	4,660	17,000	12,340	73 %
5925	Snowplowing	0	6,746	20,000	13,254	66 %
5926	Lawn/Landscaping	970	3,670	4,200	530	13 %
5928	Branch Maintenance Fees	96,189	384,756	405,282	20,526	5 %
5929	Land Repair and Maintenance	0	369	4,200	3,831	91 %
5930	Building Repair and Maintenance	7,514	16,840	31,600	14,760	47 %
5931	Equipment Repair and Maintenance	672	6,432	33,777	27,345	81 %
5932	Vehicle Repairs and Maintenance	60	1,381	17,040	15,659	92 %
5933	Software & IT Hardware Maintenance Agreements	290	146,302	391,820	245,518	63 %
5934	Other Repair and Maintenance	0	0	2,250	2,250	100 %
5940	Rentals	1,322	153,549	161,775	8,225	5 %
5941	Printer/Copier Leases	1,271	11,639	67,787	56,148	83 %
5943	Contra Maintenance & Utilities - Consulting Admin	(100)	(1,000)	0	1,000	0 %
	Total Maintenance and Utilities	178,453	1,372,909	1,998,906	625,997	31 %
	Staff Development					
5910	Professional Development	9,250	41,599	107,769	66,170	61 %
5911	Conferences	515	15,963	60,060	44,097	73 %
5913	Travel/Lodging	0	51,428	203,196	151,768	75 %
	Total Staff Development	9,765	108,990	371,025	262,034	71 %
	Board Development					
5908	Board Development	600	725	4,700	3,975	85 %
5909	Board Travel/Lodging	0	0	20,580	20,580	100 %
	Total Board Development	600	725	25,280	24,555	97 %
	Other Expenditures					
5759	Gas, Oil, Grease	88	1,438	15,500	14,062	91 %
5860	Parking	0	659	7,710	7,051	91 %
5861	Mileage Reimbursement	2,131	12,872	71,122	58,250	82 %
5870	Branch Local Misc - Restricted Donation Expenditures	26,324	66,436	143,970	77,534	54 %
5873	Website	29,942	204,809	203,685	(1,124)	(1)%
5874	Employment Advertising	0	0	1,000	1,000	100 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 10/1/2020 Through 10/31/2020  
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5875	System Advertising	5,862	57,398	135,820	78,422	58 %
5879	Branch Advertising	11	67	4,040	3,973	98 %
5884	Royalty Free Creative(Photography, Video, etc)	200	2,232	11,500	9,268	81 %
5901	Outsourced Printing & Publishing	581	47,142	53,500	6,358	12 %
5906	Promotions/Marketing	(4)	1,576	9,145	7,569	83 %
5907	Sponsorships/Donations	2,500	2,500	0	(2,500)	0 %
5912	Meetings	1,212	6,344	24,875	18,531	74 %
5915	Memberships	145	49,313	61,237	11,924	19 %
5916	Dues and Fees	35	3,094	6,727	3,633	54 %
5935	Property Liability Insurance	0	57,568	62,920	5,352	9 %
5936	Vehicle Liability Insurance	1,358	9,647	15,500	5,854	38 %
5937	Flood Insurance	0	2,294	6,520	4,226	65 %
5938	Bond Insurance	0	9,957	11,610	1,653	14 %
5939	Workers Compensation Insurance	0	36,057	48,000	11,943	25 %
5942	Errors and Omissions Insurance	0	3	0	(3)	0 %
5955	Miscellaneous	30	513	16,415	15,902	97 %
5959	Sales Taxes	0	4	500	496	99 %
5964	Property Tax Reimbursement	446	26,541	49,000	22,459	46 %
5965	MEL Return Items	356	837	3,000	2,163	72 %
	Total Other Expenditures	71,217	599,300	963,296	363,996	38 %
	Capital Outlay					
5974	Land Improvements - Depreciable	0	7,756	0	(7,756)	0 %
5975	Building Improvements - Non-Depreciable	17,300	17,372	0	(17,372)	0 %
5976	Building Improvements - Depreciable	0	245,648	30,000	(215,648)	(719)%
5977	Technology - Non-Depreciable (\$1000-4999)	0	93,734	345,037	251,303	73 %
5978	Technology - Depreciable (5,000+)	0	23,620	624,070	600,450	96 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	1,116	50,601	30,645	(19,956)	(65)%
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	55,100	55,100	100 %
	Total Capital Outlay	18,416	438,731	1,084,852	646,121	60 %
	Total Expenditures	2,397,861	20,738,210	28,378,552	7,640,342	27 %
	Excess Revenue Over (Under) Expenditures	(1,890,149)	4,881,614	(1,930,854)	6,812,468	(353)%

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 10/1/2020 Through 10/31/2020

Check Number	Vendor Name	Check Amount	Check Date
80185	Overdrive, Inc	178,500.00	10/5/2020
202620000996	Priority Health	121,675.88	10/2/2020
80296	Midwest Tape	114,188.17	10/15/2020
80198	Today's Business Solutions, Inc.	92,981.25	10/5/2020
80124	Baker & Taylor	65,043.41	10/5/2020
80142	Everstream Holding LLC- Michigan	51,200.90	10/5/2020
80281	Ingram Library Services Llc	44,536.78	10/15/2020
80226	Baker & Taylor	42,562.46	10/15/2020
80170	Ingram Library Services Llc	33,867.56	10/5/2020
10202020	The Huntington Bank - Michigan	29,788.18	10/20/2020
80227	BiblioCommons Corp.	23,581.13	10/15/2020
80129	CDW Government, Inc.	18,200.00	10/5/2020
M0136542267	American Heritage Life Insurance Company / Allstate Benefits	15,653.37	10/5/2020
80242	City Of Wyoming - Treasurer's Office	15,385.13	10/15/2020
202590001884	Priority Health	12,592.74	10/1/2020
80133	City of Grand Rapids	12,000.00	10/5/2020
80238	City Of East Grand Rapids	10,106.25	10/15/2020
80183	Midwest Tape	9,938.72	10/5/2020
80303	Plainfield Charter Township	9,424.13	10/15/2020
80233	Cascade Charter Township	8,217.38	10/15/2020
80249	Emmitt Business Improvement LLC	7,612.00	10/15/2020
80196	Thomas Klise/Crimson Multimedia	7,180.00	10/5/2020
80239	City Of Grandville	6,750.00	10/15/2020
80243	Comerica Bank	5,913.60	10/15/2020
80232	Caledonia Township	5,799.00	10/15/2020
80136	Comerica Bank	5,723.22	10/5/2020
80305	Rehmann LLC / Rehmann Technology Solutions, LLC	5,000.00	10/15/2020
80231	Byron Township	4,728.75	10/15/2020
80301	Pam Spring Advertising, Llc	4,654.50	10/15/2020
204121168252	Consumers Energy	4,641.01	10/6/2020
80153	Hodges Coaching LLC	3,600.00	10/5/2020
80293	Microix, Inc.	3,485.00	10/15/2020
80252	Gaines Charter Township	3,472.50	10/15/2020
80247	Dykhouse Construction, Inc	3,361.20	10/15/2020
80178	Mbk Corporate Promotions, Llc	3,337.77	10/5/2020
80241	City Of Rockford	3,208.13	10/15/2020
80147	Goverlan, Inc.	3,105.90	10/5/2020
80148	GR Bikes, LLC	3,007.00	10/5/2020
80299	Nelson Township	2,957.25	10/15/2020
80240	City Of Lowell	2,902.88	10/15/2020
80318	Walker City Treasurer	2,850.00	10/15/2020
80138	Darius Quinn / Quinn Consulting Services	2,762.50	10/5/2020
80282	Interpersonal Frequency	2,756.25	10/15/2020
80139	DK Security	2,730.98	10/5/2020
80300	Noordyk Business Equipment	2,665.10	10/15/2020
1054021-1020	PLIC - SBD Grand Island	2,645.59	10/1/2020
9861900210	Verizon Wireless - MiFy Routers & Cell phones	2,643.55	10/5/2020
80251	Findaway World, Llc	2,597.25	10/15/2020
80283	Janway Company Usa, Inc.	2,574.75	10/15/2020
80234	Cascade Community Foundation	2,500.00	10/15/2020

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 10/1/2020 Through 10/31/2020

Check Number	Vendor Name	Check Amount	Check Date
80194	Staples Business Advantage	2,405.88	10/5/2020
80140	Employee Assistance Center (EAC)	2,301.20	10/5/2020
204697	TelNet Worldwide, Inc.	2,136.89	10/23/2020
80256	Grand Rapids Area Chamber Of Commerce	2,100.00	10/15/2020
80199	UAW Local 2600	2,085.84	10/5/2020
80314	UAW Local 2600	2,078.44	10/15/2020
80229	Bowne Township	2,052.00	10/15/2020
80260	Hodges Coaching LLC	1,800.00	10/15/2020
80253	Cengage Learning	1,784.25	10/15/2020
483550	123.Net, Inc	1,724.00	10/7/2020
80137	Comprenew	1,665.93	10/5/2020
80311	Thomas Klise/Crimson Multimedia	1,560.00	10/15/2020
80292	Michigan Office Solutions (MOS)	1,524.87	10/15/2020
205901005080	Consumers Energy	1,452.67	10/9/2020
80288	Lakeland Library Cooperative	1,427.50	10/15/2020
80287	Kushner & Company Inc	1,416.33	10/15/2020
80228	Blackstone Audio Inc	1,373.33	10/15/2020
80237	Citizens Insurance Company	1,358.00	10/15/2020
80315	Vanguard Fire & Security Systems Inc	1,298.85	10/15/2020
80107	Adtegrity / Media Place Partners	1,287.99	10/5/2020
INV01397422	Paychex	1,251.12	10/8/2020
80298	Morneau Shepell Limited	1,208.40	10/15/2020
80149	Grainger	1,181.24	10/5/2020
80184	Northeast Print House	1,169.87	10/5/2020
80217	Alpine Township	1,127.63	10/15/2020
80313	Tyrone Township	1,096.13	10/15/2020
INV01446356	Paycor, Inc.	1,056.50	10/16/2020
80216	All Season Lawn Care	970.00	10/15/2020
80177	MATM Press Services, LLC.	914.58	10/5/2020
80144	Findaway World, Llc	781.74	10/5/2020
80308	Spencer Township	750.00	10/15/2020
80306	Rockford Advertising	736.25	10/15/2020
80150	Grand Rapids Building Services	663.00	10/5/2020
80310	Staples Business Advantage	636.93	10/15/2020
80230	The Lillie Labor Law Firm P.C.	616.00	10/15/2020
80316	Wade Gugino / GooGenious, LLC	600.00	10/15/2020
INV01391523	Paycor, Inc.	588.50	10/2/2020
INV01490364	Paycor, Inc.	530.00	10/30/2020
80146	Cengage Learning	516.65	10/5/2020
80289	Lasers Resource	497.37	10/15/2020
80132	Christopher Taylor / Diamond Dazzle Cleaning	480.00	10/5/2020
80285	Kalamazoo Sanitary Supply / KSS Enterprises	466.70	10/15/2020
80125	Blackstone Audio Inc	450.98	10/5/2020
80255	Grand Rapids Building Services	430.00	10/15/2020
80128	Calvin Christian Middle School	400.00	10/5/2020
80258	Hannah Berry / Lions & Rabbits LLC	400.00	10/15/2020
2092521	Arrowaste	395.58	10/16/2020
RIS0003067307	Delta Dental Of Michigan	385.05	10/13/2020
80304	Recorded Books, Inc.	376.44	10/15/2020
013468	Medtipster.com, LLC.	360.39	10/19/2020
80186	Penworthy Co.	358.20	10/5/2020
80297	Michael Fornes / Sundown Productions	300.00	10/15/2020

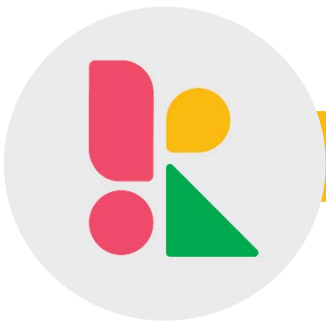
**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 10/1/2020 Through 10/31/2020

Check Number	Vendor Name	Check Amount	Check Date
80174	Legal Shield	281.10	10/5/2020
80246	Dianna Stampfler / Promote Michigan	250.00	10/15/2020
80130	Center Point Publishing	249.87	10/5/2020
80317	Walgreen Co	240.00	10/15/2020
80175	Lewis Paper	234.40	10/5/2020
80284	John Ball Zoo	225.00	10/15/2020
80134	Comcast Cable	218.40	10/5/2020
80189	Recorded Books, Inc.	210.60	10/5/2020
80312	Tim Kleyn	200.00	10/15/2020
80245	Crabtree Publishing Co.	198.72	10/15/2020
80145	Foster, Swift, Collins & Smith, P.C.	189.00	10/5/2020
80110	Automatic Equipment Sales & Service, Inc.	188.00	10/5/2020
80307	Freddy Ruben Campos Chancusig	160.00	10/15/2020
80151	Grandville Public Schools	150.00	10/5/2020
80108	Advanced Ecosystems / FishGuy	150.00	10/5/2020
80290	Lewis Paper	148.05	10/15/2020
80135	Comcast Cable	124.90	10/5/2020
80195	Swartz Electric Co.	120.40	10/5/2020
80141	Employment Screening Resources	120.00	10/5/2020
80250	Employment Screening Resources	120.00	10/15/2020
80106	Absopure Water Company	106.65	10/5/2020
80127	Calvin University - Hekman Library	100.00	10/5/2020
80257	Gretchen Johnson	100.00	10/15/2020
80244	Content Queens LLC	100.00	10/15/2020
0020326757-0820	Dte Energy	99.53	10/6/2020
80302	Penni Zurgable	95.00	10/15/2020
80235	Center Point Publishing	91.08	10/15/2020
9861938911	Verizon Wireless - MiFi Routers & Cell phones	83.20	10/5/2020
80152	Heart Of West Michigan United Way	80.00	10/5/2020
80259	Heart Of West Michigan United Way	77.00	10/15/2020
80172	John Ball Zoo	75.00	10/5/2020
80248	Elm Usa	74.95	10/15/2020
80200	Vanessa Walstra	65.68	10/5/2020
80173	Laurel Barbour	60.00	10/5/2020
80215	Ada Mobile Wash	60.00	10/15/2020
80143	Federal Armored Truck, Inc	45.45	10/5/2020
80109	Andrew Erlewein	30.00	10/5/2020
80131	Charles R. Myers	30.00	10/5/2020
80126	Caitlin S. Oliver	30.00	10/5/2020
80197	Thomas Noreen	30.00	10/5/2020
80187	Peter Dykhuis	30.00	10/5/2020
80190	Sarah Ann Weller	30.00	10/5/2020
80191	Sheri Gilreath-Watts	30.00	10/5/2020
80192	Shirley Bruursema	30.00	10/5/2020
80236	Christina Day	25.97	10/15/2020
80291	Michele Justema	23.45	10/15/2020
80188	PM Engraving Company	21.90	10/5/2020
80176	Lisa Kaiser	11.24	10/5/2020
80171	Jennifer German	11.00	10/5/2020
80254	Grainger	7.29	10/15/2020
80286	Katie Lyle	4.99	10/15/2020

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 10/1/2020 Through 10/31/2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
Report Total		1,088,576.16	
		<u><u>                    </u></u>	





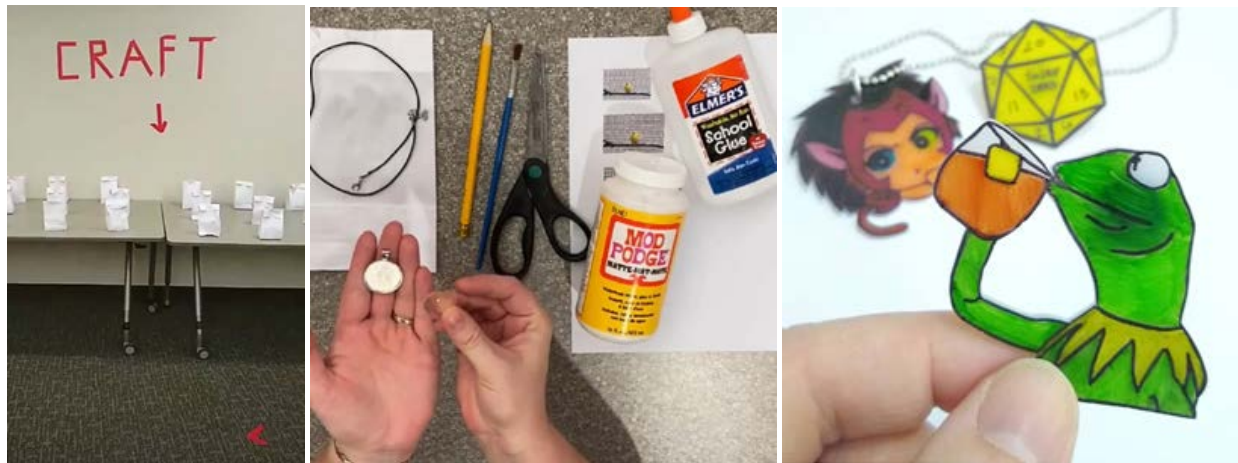
## OCTOBER DIRECTOR'S REPORT

2020 has been a difficult year, but KDL staff have stepped up to the challenge. For the month of October, Regional Managers share some of the new services and skills that branch staff are most thankful for and why.

### EAST GRAND RAPIDS + ADA

While 2020 has been challenging in many ways, the massive amount of change surrounding the pandemic has nevertheless allowed staff members to apply their creative energy toward problem solving and customer service. Microsoft Teams and Zoom have proven especially useful for continuing connections with library patrons. Over the summer, Branch Librarian Jenny Savage-Dura began a Babytime program over Zoom. This has brought such joy to the number of parents who would like to be able to see and interact with other parents and children during this time of isolation. Additionally, the adult book club, led by Branch Librarian Mary Dersch, has moved to a digital platform, with an average of 15 people in attendance each month. Branch Programming and Outreach Specialist Monica Walen has also created a drive-thru Teen Zone, using Instagram to communicate activities and directions. For instance, food and other activity supplies are placed on a table where they can be easily picked up and “attendees” follow a specially marked path in order to pick up the supplies.

Of course, curbside service has also been a wonderful addition to KDL's list of services. Not only did it provide an important connection to the library when patrons were still not allowed inside the building, but it continues to remain a staple offering as COVID levels continue to rise. Additionally, many patrons simply prefer the convenience. All staff members worked together on making this service as efficient as possible even as KDL moves forward with additional open hours.



### GAINES + KENTWOOD

For Gaines Township and Kentwood branch staff, curbside service is a benefit that has made both staff and patrons feel safer during the COVID-19 pandemic. When branches first began to reopen to the public, many patrons confided that they were not going to feel comfortable going inside “for a long time.” Such patrons are thankful that curbside has continued even in the midst of reopening. While curbside service presents an additional challenge in regards to scheduling and desk coverage, it is worth continuing to provide this service for the foreseeable future.

Other than curbside, staff have been eager provide new virtual programming content in the face of continued COVID-19 restrictions. As a result, many have learned how to use new equipment and other technological skills. One fortuitous result of the shutdown has been the opportunity for KDL content and programs to reach a larger audience. While in-person programs will naturally continue at some point, having the ability to live stream a program and then publish it online for an extended period of time has been an added benefit for all involved. For instance, Kentwood Branch Librarian Barb Williams recent hosted a livestream lecture by local resident and library patron Jose “Cha Cha” Jimenez, who was a founding member of the national human rights movement in Chicago in 1968. The combined attendance of live streamed and archived views is over 200 so far. It is like that live streaming and online archiving will be a practice that staff will carry forward long after the pandemic is over.

### **KELLOGGSVILLE + WYOMING**

Though curbside service is running a bit slower since the branches reopened, it is still openly appreciated by many patrons. Staff members at Kelloggsville have also received positive feedback about WIFI hotspots for students, along with the “Take and Make” craft kits. This fall, Branch Outreach and Programming Specialist Ty Papke worked with the Wyoming Friends group to secure funding for a new aquarium to be installed in the youth area. The goal of this project was to provide a fun, safe activity for little ones who might be missing the regular play space. Studies have shown that observing an aquarium helps alleviate feelings of stress and anxiety. What a great year to install a fish tank!



### **KRAUSE, NELSON + SPENCER**

At all three branches, youth staff have been busy at work with virtual storytimes, virtual Dungeons & Dragons, virtual book discussion groups and virtual reading/viewing suggestions via Instagram Live. Staff have received many positive comments from patrons who appreciate being able to maintain these activities while protecting the health of their families. Young children are equally thrilled to be able to listen to their favorite librarians read stories and sing songs. Little things like this help to maintain some sense of normalcy during these strange times. Additionally, free printing has been enjoyed throughout the community as many families are experiencing joblessness and other forms of scarcity. When told there is no charge for printing, many patrons' faces light up with gratitude. It is truly a privilege to be able to offer this service as KDL continues to make a positive impact on the community, demonstrating firsthand the powerful impact of kindness, empathy and love.

## FEATURED DEPARTMENT: HUMAN RESOURCES

This year, the Human Resources department at Kent District Library has learned and adapted to a new way of work on multiple fronts. In January and February, the department was already beginning to prepare procedures and documentation for what, at the time, seemed like the unlikely chance that the coronavirus pandemic might make its way from China to America. Of course, a state-wide quarantine came shortly thereafter and along with it the need for new work-from-home procedures and other coordinated procedures.

Toward the end of 2019, KDL welcomed Trish Reid as HR's new Training Manager. Truly, her employment could not have come at a better time as her presence and support were an invaluable help throughout the governor's stay-at-home order. Trish worked tirelessly to leverage employee time at home with various training modules.

Also toward the end of 2019, the department was honored to be selected as one of approximately 15 cohort employers to participate in one of *HireReach Academy's* seminal training endeavors, where participants were encouraged and taught how to become more evidence-based in the staffing selection process. Work on this continued throughout the winter and the spring. As a result, several recommendations for process improvement have been identified with the intended effect of reducing selection bias, increasing quality of hire, reducing first year turnover and improving workforce diversity.

To date, the following steps have been taken:

- All KDL position competencies mapped to Department of Labor databases to ensure KDL's sought after skills are accurately and consistently defined.
- KDL staff subject matter experts (SME) worked with *HireReach* consultants through coordinated sessions to ensure accuracy of any skill set deemed critical for selection.
- *Compensatory Scoring Model* created (through use of several assessment tools), whereby job candidates with the highest scores across all three assessments are selected to interview.

Although testing procedures have added to the staffing workload, the result is a more objective process in which only the highest scoring candidates are considered for interview and selection by the hiring supervisor. These efforts represent a concrete example of how equity, diversity and inclusion (EDI) are being incorporated into how KDL works from a systems perspective. In other words, adding more science to the art of hiring reduces bias and, in turn, promotes equity in the staffing process, resulting in an even more competent work force for the years ahead.



## BUILDING UPDATES

### AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER

Much of the main building has been painted, tile work is near completion, flooring has begun and the magnificent arched windows in the large conference room have been installed. Discussion of audio-visual components for the two conference/multi-use rooms is currently in the works. The parking lot has been paved and curbs put in place, while the brick pavers in front of the library have been installed. Overhead inspections for both floors have been completed and ceiling tile is waiting for installation. Furniture and shelving will be installed in December. At long last, plans for next year's Grand Opening event are now underway. The project is still on track to be completed in late January.

### GRANDVILLE

While construction continues to progress at the Grandville branch, outer wall masonry is nearly complete with all walls around both the west and north additions in place. Roofing and roof decking are mostly set on the west addition where some of the sub floor wiring has also been put in place. Over the next few weeks, continued work on roofing will be completed and outer wall brick work will begin.



## SERVICE CENTER MAINTENANCE + UPKEEP

Crews are hard at work getting many offices and departments up to date. Here is a rundown of what was addressed in the month of October:

- MarCom Department:
  - Painting, carpeting and more electrical outlets installed
  - Fire sprinkler heads replaced (due to natural building shifting)
  - More insulation installed with gaps between the drywall and floor properly sealed
  - Although reusing many pieces of our furniture, all departments will receive more storage and new table tops.
- Executive Director's Suite:
  - Painting, carpeting and more electrical outlets installed
  - Fire sprinkler heads replaced
  - Ceilings now insulated as they were previously bare
  - Executive Assistant's furniture has been delivered and full moved in
  - Though Lance Werner will receive his furniture in December, his old desk has been brought back in so he can continue to work.
- IT Department:
  - Painting, carpeting and more electrical outlets installed
  - Data outlets and fire sprinkler heads being replaced
  - Furniture ordered—As most of the department lacked ergonomic furniture solutions, IT will receive additional pieces such as standing desks and chairs
- Director of Library Operations and Director of Projects & Planning Offices:
  - Less work is needed in these spaces, but will still include painting, carpeting and more electrical outlets being installed
- An RFP for the employee breakroom, pallet doorways, bathrooms, mother's room and IT workroom was posted in early October, including an article on Mlive and on the Builders Exchange of Michigan. A mandatory tour of where the work would be done was on October 15. TerHorst & Rinzema Construction Co. won the bid as they were the only applicant. Please see the Issue Analysis presented on the November Board agenda for recommendation and approval.

## WHAT'S GOING ON AT KDL?

### ADA PILOTS

The Ada branch will serve as a pilot for two new projects proposed to increase circulation: a system-wide update of end panel signage and the KDL Core Collection. The End Panel signage project will create clear, consistent, on-brand signs that will be easy for staff to modify and change as needed, while the KDL Core Collection is a list of 100 perennial favorites of novels specially curated by KDL Adult Librarians, updated biannually, and easily detectable when browsing by their special label. Both projects will be scheduled for 2021 if successful at Ada. Success will be measured based on circulation metrics and patron feedback.



## BIBLIOEVENTS

KDL's new events page, which debuted in October, is a more user friendly events page that allows for easier navigation of programs and featured events. The Programming Department moved over hundreds of programs and registrations in preparation for the launch, along with training staff on new features.

## BOOKMOBILE

Currently, the KDL Bookmobile team is focusing on establishing new and extended relationships with partners in an effort to emphasize early learning sites. This month we were able to communicate, visit and host some of this partner. In partnership with the Comprehensive Therapy Center, the team participated in a drive through for families with young children in the east side of the county. This same organization has also been an enthusiastic contributor to Wimee's Words.



## FREE PRINTING

Jaci Cooper met with a group of staff from various departments and branches to look at data and discuss the viability of offering free printing, copying and faxing through 2021. Currently, printing services will remain free of charge through the end of 2020 and Morgan Hanks, in her new role as User Experience Manager, will lead time studies to determine the future direction of this service. Printing

averages went up from roughly 36,000 jobs per month (January, February 2020) to nearly 70,000 (October 2020). A team will be formed to analyze data and determine if free printing is not only sustainable, but if it should be capped by page limit or dollar amount or reserved for card holders only.

### GODFREY LEE

On Tuesday, November 10, KDL went to Godfrey Lee Schools' East Lee Campus to help spread the word about the new satellite collection, which is set to officially launch December 7 (barring COVID-related delays). The event, which featured a drive-through food give away, also gave out further information to students and their families about the upcoming services, along with KDL swag. The collection, which contains 258 items as of November 1, will be accessible to East Lee Alternative High School students. Ty Papke, Joyanne Swanson and Aaron Thomas will continue to work with Harry Coffill, East Lee's Library Media Specialist, to get trained on KDL's web-based ILS and to get all students a KDL card.

### KDL.ORG (NEW WEBSITE)

KDL's new website successfully launched on November 2. The project was on budget, on schedule and met all expectations. The primary goals in creating the new site were to seamlessly integrate the library catalog with the website and foster greater discovery of the depth and breadth of KDL services. Additionally, the new website provides Godfrey-Lee Public Schools with a separate online catalog. The website has already drawn enthusiastic feedback from patrons and KDL staff alike, particularly in terms of user experience and functionality. This highly-complex and far-reaching project was managed by Systems Librarian Analyst Aaron Thomas and Webmaster Remington Steed under the direction of Director of Engagement Randy Goble, with training managed by Library Training Manager Trish Reid.

### KDL PLAYSPACES PILOTS

Playspaces are in production and laminate colors have just been confirmed for ordering. Wonderknook signage was created by KDL Creative Services Coordinator Brad Baker and used for area signage. The pilot remains on schedule and delays are not yet a concern. The Ada play manipulatives have been ordered and the branches have the following themes: Ada—Dinosaurs; Wyoming—Nature; Alto—Trip to the Stars; Byron Center—Under the Sea.



## PROJECT MANAGEMENT OFFICE (PMO)

Director of Projects & Planning Jaci Cooper continues to work on the new Project Management Office implementation. A dashboard has been created to house project information, while project governance is being tested with three levels of project approvals: stakeholder, management and Leadership Team.

## REHMANN AUDIT

KDL contracted with Rehmann Financial Services to do a deep dive look at current financial processes in order to come up with procedures that are sustainable and don't change every time leadership does. After interviewing staff and reviewing documentation, Rehmann came back with recommendations within five basic categories: Purchasing, Budgeting, Accounts Payable, Software, Staffing and Organizational Structure. These categories also include more detailed subcategories. KDL Leadership and Acting Director of Finance Melissa Snyder will soon meet with Rehmann again to discuss the implementation of these recommendations, the changing of procedures and policies, and training.

## STAFFING MODEL

In October, Morgan Hanks led a Regional Manager 1 and Regional Manager 2 summit in order to continue to delineate tasks among the new roles. Additionally, the summit focused on engagement and empowerment. Dawn Lewis and Hennie Vaandrager also hosted a BOPS (Branch Programming and Outreach Specialists) summit earlier in October with a follow up scheduled for November 4 to flesh out BOPS roles further. Next focus will be on the Branch Librarian roles and workgroup functionality.

## STRATEGIC PLAN

Managers met on October 16 for a Design Think activity to brainstorm ways to cascade goals. The EDI workgroup will take the feedback from the managers and create menu items for staff to choose how to cascade down the first 2021 initiative and how to increase CQ (Cultural Intelligence) under the EDI strategic pillar. This will be incorporated into All Staff, which is scheduled virtually for December 1.

## TEEN FILM FESTIVAL

The Kent County Teen Film Festival began taking submissions in October and is open to all Kent County teens in grades 6-12 until Friday, January 22, 2021. A selection of films will be chosen for screening on February 20, 2021, wherein a panel of judges will also select the winners in various categories.

## WRITE MICHIGAN

KDL is currently accepting submissions for the Write Michigan Short Story Contest. As of now, more than 220 stories have been submitted, with over 100 of these in the teen category. Writers may submit stories until noon on November 30, 2020 for the Youth, Teen, Adult and Spanish Language Youth categories.



## KATIE KUDOS

**GREG LEWIS** (Kentwood) was nominated by Cheryl Cammenga because... “Greg worked diligently and passionately to secure hotspots for the undeserved families at Crestwood Middle School in Kentwood. He contacted school administrators and teachers and coordinated their needs with KDL IT and Outreach. In the end, the schools purchased their own hotspots, but the effort and concern Greg exhibited for helping those students is much appreciated.”

**ADAM MARTH** (Wyoming) was nominated by Hannah Lewis because... “Adam is always there to help the team and patrons. His helpfulness is quite admirable and I feel lucky to be able to work with such a great team player.”

**SHANNON VANDERHYDE** (Krause Memorial) was nominated by Tina Cornwell because... “Shannon is always the first to notice if you are feeling down or having a rough day. She is so intuitive to her coworkers’ feelings and is quick to lend an ear. We love having Shannon on our team!!!”

And by Kati Doering because... “Whenever I have a bad day or I'm feeling stressed, I head to Shannon's office. She's empathetic and a great listener. Plus, she has the best jokes to cheer anyone up! Shannon embodies the core value of positivity at KDL.”

And by Melissa English because... “Shannon is always challenging herself to learn more about people whose lives and experiences are different from her own and she brings this pursuit into every aspect of her work—her storytime programming, her displays and her conversations with staff. She recently started up an EDI book discussion for our branch staff and has done an excellent job facilitating it!”



## PATRON RESPONSE STORIES

### ALTO

- We continue to get many robust “Thank You’s” when we deliver curbside. A favorite is delivering books to the back of an SUV when the kids are in the back seat. As I’m placing the package, you can almost see their muscles vibrating as they wait to pounce on their books.
- Because of COVID, there was no Harvest Festival in Alto this year, but there was still the traditional car show with limitations in place. During the show, one of the organizers needed some printing done. They were able to use KDL’s wireless printing! They loved the convenience and didn’t need to go near anyone to pick up their job.

### BYRON TOWNSHIP

- A patron called to clarify her “Summer Brain Gain” request. Before hanging up she said that she absolutely loved the Byron Township Library and that the curbside service is absolutely amazing. She went on to say that everyone is always so polite and friendly and she loves how we have adapted to serve our community.

- We received the following notes this week:
  - “Dear Library Staff Members, You made my summer by finding a way to continue offering your services. THANK YOU for the extra work that you do to provide reading materials to the community. After all, reading is such an enriching experience.”
  - “Just wanted to let someone at the library know that since the shutdown I have been LOVING both Hoopla and the Libby apps!!! It is so convenient.”

#### KRAUSE MEMORIAL

- A note from one of our regular patrons: “Just want to pass on a huge thank you for the special people at the Krause Memorial branch of KDL. Our first hold pick up included a charming, thoughtful note about them missing us—hearts and all... Now, I may be biased, but I think Rockford has the best people working at a KDL branch imaginable. Can hardly wait to be able to go in and see them all again. Please pass on my thank you for their kindness.”

#### LOWELL

- A patron shared that she and her husband come to the library several times a week. They bring sanitizing wipes and dinner and sit on the reading deck. They absolutely love spending time here and are so grateful they can enjoy the deck and the river.
- Upon receiving curbside pickup a patron remarked, “Reading is the only safe thing to do anymore. Thank you!”

#### WALKER BRANCH

- Patron Madeline Ehmann approached Walker staff at curbside recently and let them know that there were crucial forms she needed to print from online that pertained to her military service and insurance matters. She was afraid that since our building was closed she wouldn’t be able to access the much needed documents. We told Madeline that we’d be happy to help her with this and asked if it was possible to email us the information she needed printed. The following day we printed them off and notified Madeline that her paperwork was ready. She was most grateful to KDL for making it work and is looking forward to visiting the branch again soon!

#### PATRON DEPARTMENT SERVICES

- Our patron Lenora called to confirm her address so that we could mail her a hotspot. She has been a frequent hotspot borrower and thanked us for offering this service, saying that they're a “lifesaving tool” for things like homeschooling. Once when she and her husband were camping, they had a health emergency. Her phone, which normally would not get service at their camping site, was able to call 911 because of their KDL mobile hotspot. They now bring one on every trip.

### UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., Dec. 17, 2020	4:30 PM	KDL Service + Meeting Center*
KDL Regular Board Meeting	Thurs., Jan. 21, 2021	4:30 PM	KDL Service + Meeting Center*
KDL Regular Board Meeting	Thurs., Feb. 17, 2021	4:30 PM	KDL Service + Meeting Center*

\*Location may change to virtual platform due to COVID-19 safety concerns



## STAFF CHANGES & ANNIVERSARIES

### *November 2020*

NEW HIRES	POSITION	EFFECTIVE
Vincent Frank	Shelver – Plainfield	October 27
Sean Wojtczak	IT Administrative Assistant – Service Center	November 2
Stacey Brander	Assistant Branch Librarian Substitute	November 16
Brandy Boyington	Assistant Branch Librarian Substitute	November 16
Kelly Doyle	Assistant Branch Librarian Substitute	November 16
Kate McCoy	Assistant Branch Librarian Substitute	November 16
Lori Vargo	Assistant Branch Librarian Substitute	November 16

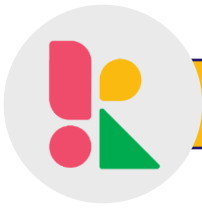
PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Morgan Hanks	Regional Manager I – Plainfield/Comstock Park	User Experience Manager – Service Center	October 26
Hannah Moulds	Assistant Branch Librarian Substitute	Assistant Branch Librarian – East Grand Rapids	November 9
Gwen Genzink	Sub	Branch Librarian – Cascade	November 16
Rachel Williamson	Patron Services Associate – Service Center	Programming Specialist – Service Center	November 30

DEPARTURES	POSITION	EFFECTIVE
Barb Malburg	Assistant Branch Librarian – Comstock Park	October 30
Richard Wyma	Sub	October 30
Diane Persky	Shelver – Byron Township	October 31
Emily Spranger	Administrative Assistant - Finance	November 4
Cassidy Gilmore	Adult Paraprofessional – Spencer Township	November 7
Jennifer Spangler	Assistant Branch Librarian – Wyoming	November 12
Krista Berg	Assistant Branch Librarian – Plainfield	November 13

OPEN POSITIONS	TYPE
Branch Librarian – Englehardt	Part-time
Assistant Branch Librarian Subs	Temporary
Branch Librarian – Grandville	Part-time
Patron Services Associate – Service Center	Part-time

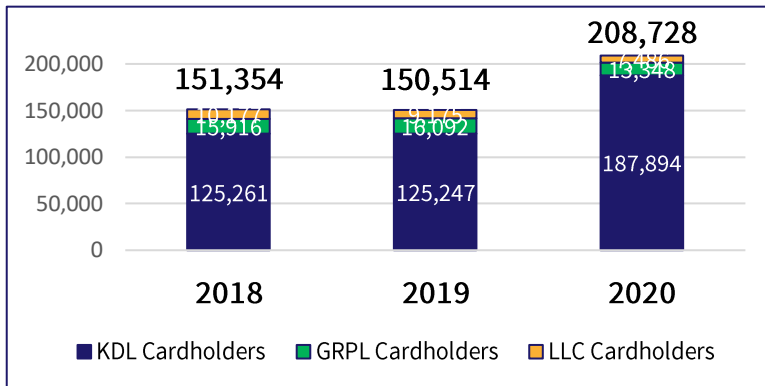
OPEN POSITIONS	TYPE
Regional Manager I – Plainfield/Comstock Park	Full-time
Shelver – Byron Township	Part-time
Assistant Branch Librarian – Comstock Park	Part-time

EMPLOYEE ANNIVERSARIES (DECEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jennifer Doornbos	Grandville	23 years
Diana Gray	Grandville	22 years
Deb Schultz	Alto	18 years
Sandy Vanvugt	Byron Township	18 years
Eric Dehaan	Byron Township/Grandville	17 years
Beth Johnstone	Cascade	16 years
Shelley Roossien	Wyoming	16 years
Deb Lilly	Cascade	13 years
Penni Zurgable	Cascade/Ada	13 years
Theresa Eastman	Alpine	11 years
Chris Straw	Englehardt	10 years
Alicia Peckham	Wyoming	6 years
Henry Hong	Cascade	4 years
Rachel Diener	East Grand Rapids	3 years
Marlys Davis	Sub	2 years
Misgana Kurban	Kentwood	2 years
Annette Miller	Finance	2 years
Jaclyn Richards	Kentwood	2 years
Jake Ryan	Kentwood	2 years
Steven Schend	Gaines Township	2 years
Marcia Van Drunen	Grandville	2 years
Tricia van Zelst	Cascade	2 years
Johanna Boyle	Collection Development	1 year
Katie Webb	Sub	1 year
Jessica Weber	Plainfield	1 year
Dan Zuberbier	Sub	1 year



# OCTOBER 2020 STATISTICAL SUMMARY

## Active Patrons:



Note: KDL closed due to the COVID-19 virus on March 13, 2020. Curbside service began June 15. Branches re-opened with limited hours on August 5 and full hours (except Sundays) on September 21.

## 2,482 Accounts Added in October:

- 2,329 New KDL Cardholders
- 110 New GRPL Cardholders
- 43 New LLC Cardholders

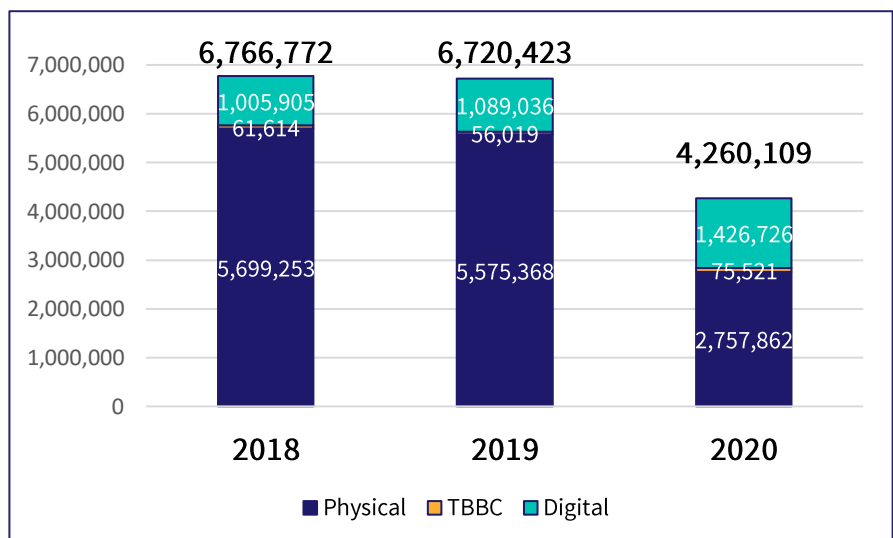
Note: 2020 patron totals include formerly expired accounts that have been reactivated through 2021 to more easily access digital resources, and Library Card Challenge accounts that were added to the KDL cardholder total when that program ended.

## Phase 4 of Re-Opening: (Normal In-Branch Hours)

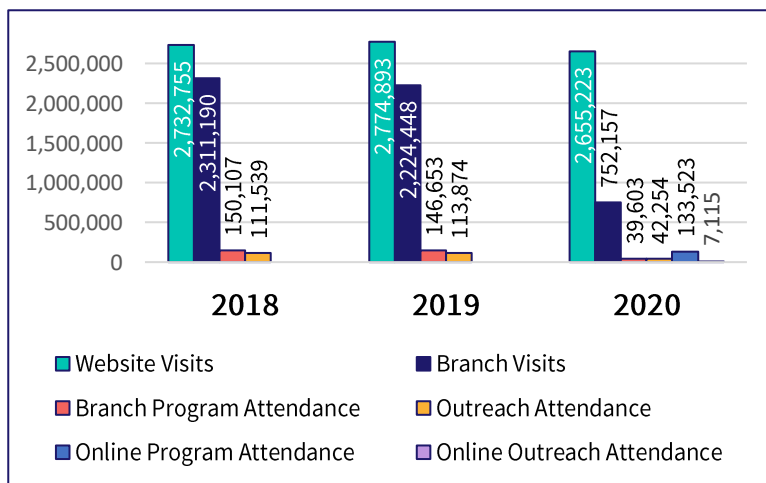
- Physical Checkouts: Up 11% from last month; Down 28% from last year
- Digital Checkouts: Up 3% from last month; Up 24% from last year
- Visitor Count: Up 13% from last month; Down 55% from last year
- Program Attendees: Up 40% from last month; Down 44% from last year

(See reverse for more details)

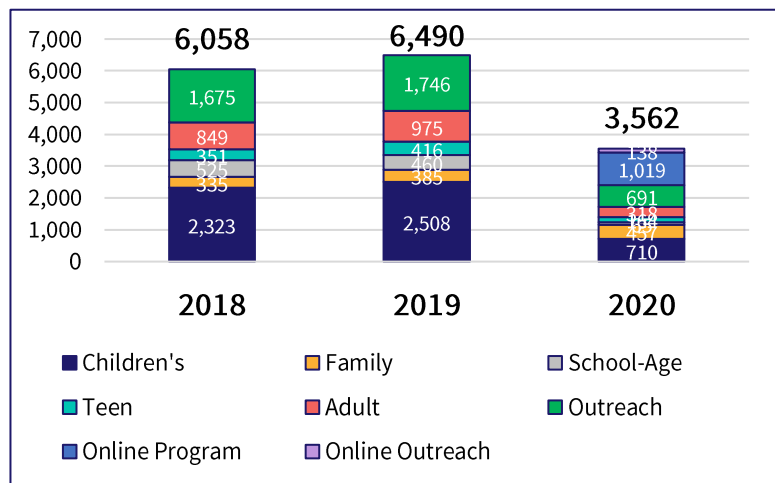
## Circulation YTD:



## People Served YTD:



## Number of Events YTD:

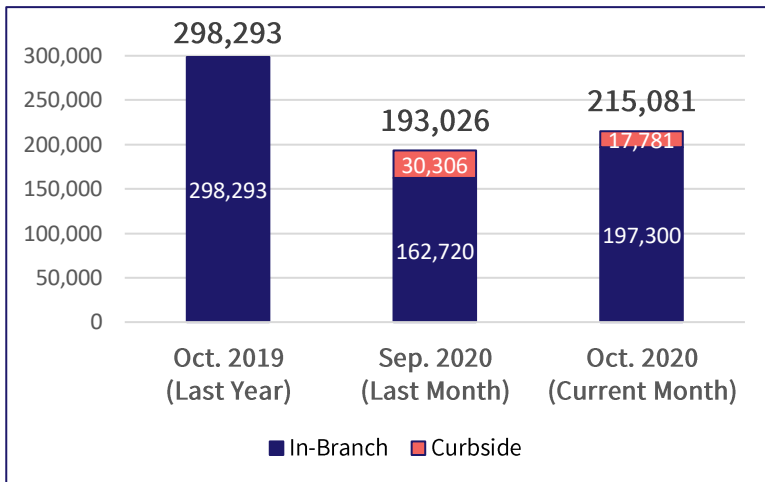




## STATISTICS IN-DEPTH: PHASE 4 OF REOPENING

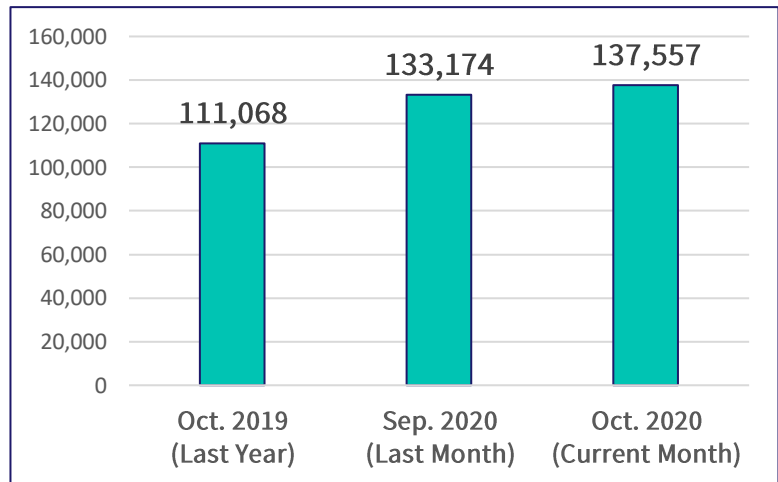
Branches resumed full in-branch public service hours (except Sundays) on **September 21**. How have our basic statistics changed compared to last month (when branches were open limited hours for  $\frac{3}{4}$  of the month) and when compared to “normal operations” last year?

### Physical Items Checked Out:



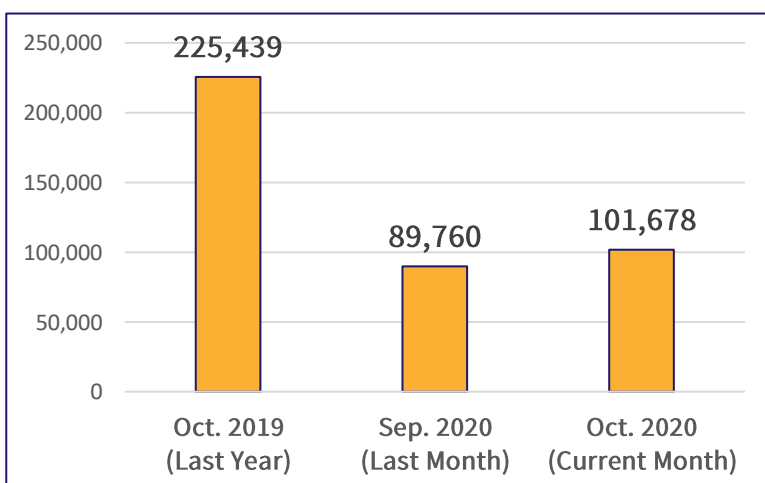
**11% more** total items have been checked out since last month, but **28% fewer** compared to the same month last year. Curbside use has fallen from **16%** of checkouts last month to **8%** this month.

### Digital Items Checked Out:



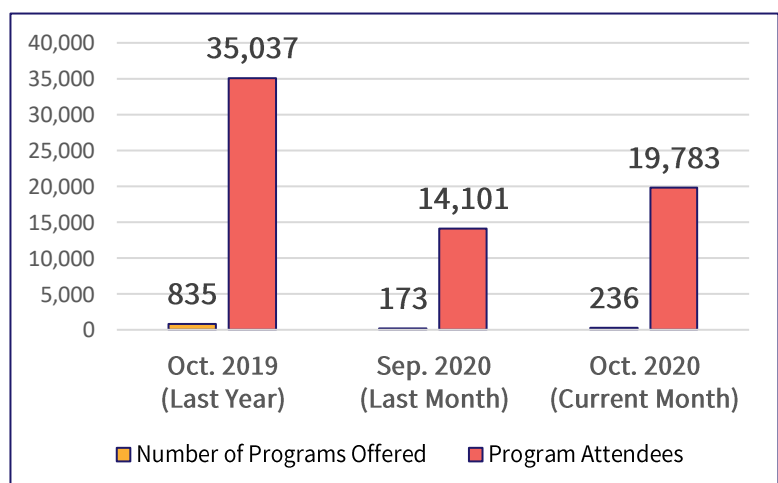
Digital checkouts are **up 3%** from last month and **up 24%** compared to the same month last year.

### Branch Visitor Count:



Branch visitor count is **up 13%** compared to last month (when branches were open more limited hours for much of the month), but still **55% below** the same month last year.

### Programs:



KDL offered **36% more** programs than last month, and had **40% higher** attendance. The shift to mostly online programs has resulted in an average of **84** attendees per program in October 2020, compared to **42** per program last year (October 2019).



## BOARD OF TRUSTEES ATTENDANCE - 2020

	SHIRLEY BRUURSEM A	ANDREW ERLEWEI N	SHERI GILREATH- WATTS	ALLIE BUSH IDEAM	CHARLE S 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				PETER DYKHUIS				
July 16, 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
August 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"/>
September 17, 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"/>
October 15, 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"/>
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	09/17
Meeting held remotely via dial-in connection	5/21	Meeting held remotely via dial-in connection	10/15
Caitie S. Oliver	7/16		
Meeting held remotely via dial-in connection	8/20		



## 2021 PLANNED BRANCH & SYSTEM CLOSINGS

HOLIDAY CLOSINGS		(APPROVED)	
New Year's Day	Friday	January 1	All locations closed
*Easter Sunday	Sunday	April 4	All locations closed
Memorial Day	Monday	May 31	All locations closed
Independence Day (Observed)	Monday	July 5	All locations closed
Labor Day	Monday	September 6	All locations closed
Thanksgiving Day	Thursday	November 25	All locations closed
Christmas Day (Observed)	Thursday	December 23	Service Center closed
Christmas Eve	Friday	December 24	All locations closed
Christmas Day	Saturday	December 25	All locations closed
New Year's Eve	Friday	December 31	All locations will close at 5:00 pm

*\*Unpaid KDL Holiday*

BRANCH IN-SERVICES			
Alpine, Walker, Tyrone	Thursday	November 11 – Veteran's Day	*11/17 as backup
Alto + Lowell	Thursday	November 11 – Veteran's Day	*11/17 as backup
Byron + Grandville	Thursday	November 11 – Veteran's Day	*11/17 as backup
Caledonia + Cascade	Tuesday	November 2 – Election Day	*11/17 as backup
Comstock Park + Plainfield	Tuesday	November 2 – Election Day	*11/17 as backup
East Grand Rapids + Ada	Tuesday	November 2 – Election Day	*11/17 as backup
Rockford, Nelson, Spencer	Thursday	November 11 – Veteran's Day	*11/17 as backup
Wyoming + Kelloggsville	Thursday	November 11 – Veteran's Day	*11/17 as backup
Gaines + Kentwood	Tuesday	November 2 – Election Day	*11/17 as backup

*\*To be held only in the event of inclement weather or other unforeseeable circumstances.*



## OTHER CLOSING NOTES

There is no All Staff scheduled for 2021.

All locations closed on Sundays from Memorial Day weekend through Labor Day weekend May 31, 2021 through September 6, 2021.

*Per Kurt Stevens, this Section 6.10 of the KDL Policy Manual has been updated by KDL's attorneys to reflect current legal expectations for the Library's electronic communications.*

KDL POLICY 6.10            ELECTRONIC COMMUNICATIONS POLICY  
LAST REVISED 10/16/2020

Kent District Library provides Electronic Resources to employees for the Library's business use. Electronic Resources include, but are not limited to, computer hardware and software, communications equipment (such as landline and cell telephones, smart phones, fax machines, external drives, digital cameras, and PDA's), and all communications and information transmitted by, received from, entered into, or stored on these systems, including but not limited to e-mail, voicemail, text messaging, and facsimiles.

**Permitted Uses**

Excessive personal use of Electronic Resources is prohibited. Occasional personal use of Electronic Resources that does not interfere with Library business or employee duties may be permitted at the discretion of supervising staff. Kent District Library owns the Electronic Resources and permits employees to use them in performance of their duties.

When using Electronic Resources, take care to ensure that all communications and messages are courteous, professional and businesslike. Never use Electronic Resources to create, originate, share or transmit any offensive or harassing statements, images or messages which disparage or discriminate against a person based upon the person's race, color, gender, religion, sexual orientation, national origin, disability, height, weight, pregnancy, marital status, age or other protected status. Accessing or displaying any kind of sexually explicit image or document on Electronic Resources is a violation of the Library's policy on sexual harassment. Do not download or store any such statements, messages, documents or images on Electronic Resources. If you are the recipient of such content, inform the Library Director.

**Prohibited Uses**

Certain activities are prohibited when using Electronic Resources. These include, but are not limited to:

1. gambling, obtaining or distributing pornographic materials, and all other illegal activity;
2. introducing software into any Kent District Library Electronic Resources that is potentially harmful to the integrity of the system, or that violate the terms of applicable computer software licensing agreements or copyright laws;
3. using Electronic Resources to send, upload, receive or download trade secrets, proprietary financial information, license agreements, patents or similar materials;
4. using Electronic Resources for a personal commercial purposes ;

5. using any data or other information on Electronic Resources for personal gain or for the advantage of any outside third party;
6. permitting any unauthorized person to gain access to Electronic Resources; or
7. sending e-mail using another's identity, an assumed name, or anonymously.

### **No Expectation of Privacy**

Kent District Library owns and has the right to monitor, access, retrieve, read, and disclose all information and materials that are created, sent, received, accessed, or stored using Electronic Resources. All information contained in or transmitted through Electronic Resources are to be considered as Kent District Library records. There is no expectation of privacy with respect to any information on Electronic Resources. Employees should not assume any information sent, received, accessed or stored on Kent District Library's Electronic Resources are private or confidential. The Library reserves the right to record and monitor all access to and use of Electronic Resources. By accessing and using Electronic Resources, and as a condition of such use, the Library employees consent to the Library's monitoring.

### **Security**

You must not attempt to interfere with the Library's ability to monitor your use of Electronic Resources by using any unauthorized encryption method, by failing to enter your assigned user identification when logging onto Electronic Resources, or in any other manner. You must keep any and all assigned user identification, access codes or passwords strictly confidential and must not let anyone else use a terminal which you have logged on using such confidential information. Do NOT share your passwords with any other person, including other employees. Do not open email messages or their attachments unless you are certain that they are safe.

**Employees are responsible for exercising good judgment regarding the reasonableness of their use of the Library's Electronic Resources. If there is any uncertainty, you should consult the Library Director.**

**Violation of these guidelines will be considered grounds for disciplinary action, up to and including discharge.**

## **INTRO**

**AGENDA ITEM FOR CONSIDERATION:** Design and Renovation of the KDL Service Center

**BOARD MEETING DATES:** Thursday, November 19, 2020 (first reading); Thursday, December 17, 2020 (second reading)

**TIMELINE:** Design and renovation begins immediately following board approval

**BUDGET LINE ITEM(S):** Capital Outlay

**TOTAL ESTIMATED COST:** \$272,700

## **PURPOSE**

To present the Board with a recommendation to renovate the KDL Service Center. This includes designs, drawings, and constructions for the breakroom, bathrooms, mother's room and IT workroom.

## **OVERVIEW/NEEDS/BACKGROUND INFO**

The Service Center needs general maintenance and upkeep. Bathrooms are beyond their original build lifespan and need updating and the IT Workroom needs greater functionality. Additionally, space will be modified to create wellness space that can be used as a private place for mothers to express breast milk during the work day when separated from their newborn child.

Another area that requires a solution is access to the bookmobile garage. When semis drop off pallets, they need a loading dock to get the shipment off the truck. A direct path from the loading dock to the bookmobile garage is needed, and a solution exists by transporting these shipments through the breakroom.

The breakroom is beyond its useful lifespan

- Floors cannot be cleaned professionally due to cracking
- Windows and doors have leaks and gaps
- Cabinets and countertops are worn
- Appliances are nearing end-of-life
- Paint is ripped off the walls, and,
- Lighting needs to be replaced with more efficient LED lights.

A key component of this project is constructing a mother's room (wellness room) by leveraging excess server room space. There have been many staff over the years who have required a quiet room for pumping breastmilk. Although space has always been provided, it has not been ideal (storage rooms, copy rooms, staff vacating offices to allow the mother to pump, etc.). When the room is not in use by mothers, it can be used by any staff who may need to make a private call, or may benefit from a quiet location to work.

The last area that will be addressed is the IT workroom which is in need of general maintenance and upkeep.

To address these issues, a request for proposal (RFP) was published and advertised in MLive and sent to previously known or used providers. Only one potential vendor attended the required building tour. Therefore, only one proposal was accepted at the bid opening.

## **BENEFITS**

- New furniture and the updated environment will lead to improved ergonomics and working conditions.
- An updated breakroom will allow KDL to purchase new, energy efficient appliances and permit better use of space for staff.
- A unisex, gender-neutral bathroom, relocated from the breakroom to improve public access, allows for gender-nonconforming people to feel safer in public spaces and aligns with our Equity, Diversity and Inclusion initiatives.
- The IT Workroom improvements will create better workflow and more direct access to the workroom.
- Mother's/Wellness room will be beneficial and convey message further that KDL is an employer of choice and accommodating to working mothers.
- The pallet doors will allow deliveries to access the Bookmobile garage improving efficiency and staff safety during inclement weather.

## **DISADVANTAGES**

- Some parts of the KDL Service Center will be unusable during the construction phase.
- May cause disruption in productivity due to noise.

## **COST**

Permit Drawing Allowance	\$5,000
Breakroom Renovations	\$99,050
Bathroom Renovations	\$56,700
Unisex Bathroom	\$26,800
Mothers' Room (Wellness Room)	\$11,500
IT Workroom	\$8,200
<b>Total Construction Costs</b>	<b>\$207,250</b>
Estimate for Furniture	\$20,000
20% Contingency	\$45,450
<b>TOTAL</b>	<b>\$272,700</b>

\*see the attached cost breakdown

## **ADDITIONAL INFORMATION**

- These renovations are one part of a multi-year effort to ensure the upkeep and usability of Service Center space.
- HVAC and fire protection will be done by KDL's current vendors, Troost Services and Vanguard Fire Protection.

- Furniture will be purchased through Interphase Office Interiors as KDL is a part of the MiDeal contract and they offer special pricing on quality office furniture.

## **IMPLEMENTATION**

Once approved, Terhorst & Rinzema Construction Co. will immediately start working on the project, which is expected to last six months.

## **RECOMMENDATION**

Based on the provided information, KDL recommends awarding the contract to TerHorst & Rinzema Construction Co. to design and renovate the Service Center.

### **Document History:**

1. First Draft – Emily Spranger and Missy Lancaster
2. Revision – Melissa Snyder and Brian Mortimore
3. Final Draft – Katie Blakeslee, Elvia Myers, Lance Werner

<b>Renovations</b>	<b>Proposed Cost</b>
<b>Permit Drawing Allowance</b>	<b>\$ 5,000</b>
<b>Breakroom Renovations</b>	
<ul style="list-style-type: none"> <li><b>General Construction</b> <ul style="list-style-type: none"> <li>General conditions, permits and coordination</li> <li>Demo and removal</li> <li>Carpentry and Labor</li> </ul> </li> </ul>	<b>\$ 25,100</b>
<ul style="list-style-type: none"> <li><b>Finishes</b> <ul style="list-style-type: none"> <li>Polished concrete floor</li> <li>Stud, drywall, ceiling revisions, repairs</li> <li>Painting</li> </ul> </li> </ul>	<b>\$ 22,150</b>
<ul style="list-style-type: none"> <li><b>Furnishings</b> <ul style="list-style-type: none"> <li>Cabinets , counters, and tile backsplash</li> <li>Appliances (Two dishwashers, two refrigerators, and four microwaves)</li> <li>Doors, frames, and hardware</li> </ul> </li> </ul>	<b>\$ 38,800</b>
<ul style="list-style-type: none"> <li><b>Mechanical and electrical</b> <ul style="list-style-type: none"> <li>Fire protection and minor HVAC revisions necessary</li> <li>Plumbing revisions</li> <li>Electrical revisions and LED fixtures</li> </ul> </li> </ul>	<b>\$ 13,000</b>
<b>Bathroom Renovations</b>	
<ul style="list-style-type: none"> <li><b>General Construction</b> <ul style="list-style-type: none"> <li>General conditions, permits, and coordination</li> <li>Demo and removal</li> <li>Carpentry and labor</li> </ul> </li> </ul>	<b>\$ 19,200</b>
<ul style="list-style-type: none"> <li><b>Finishes</b> <ul style="list-style-type: none"> <li>Floor and wall tiles in the same areas as existing</li> <li>Drywall patching (no ceiling revisions)</li> <li>Painting</li> </ul> </li> </ul>	<b>\$ 13,900</b>
<ul style="list-style-type: none"> <li><b>Furnishings</b> <ul style="list-style-type: none"> <li>Counters</li> <li>P Lam toilet partitions</li> <li>Bath accessories removed and reinstalled</li> <li>Doors to remain</li> </ul> </li> </ul>	<b>\$ 8,900</b>
<ul style="list-style-type: none"> <li><b>Mechanical and Electrical</b> <ul style="list-style-type: none"> <li>Fire protection and minor HVAC revisions necessary</li> <li>Plumbing revisions</li> <li>Electrical revisions and LED fixtures</li> </ul> </li> </ul>	<b>\$ 14,700</b>
<b>Unisex Bathroom</b>	

<ul style="list-style-type: none"> <li>• <b>General Construction</b> <ul style="list-style-type: none"> <li>○ General conditions, permits and coordination</li> <li>○ Demo and removal</li> <li>○ Carpentry and labor</li> </ul> </li> </ul>	\$ 6,500
<ul style="list-style-type: none"> <li>• <b>Finishes</b> <ul style="list-style-type: none"> <li>○ Vinyl floor and base</li> <li>○ Stud, drywall and ceiling revisions &amp; repairs</li> <li>○ Painting</li> </ul> </li> </ul>	\$ 5,900
<ul style="list-style-type: none"> <li>• <b>Furnishings</b> <ul style="list-style-type: none"> <li>○ Counter 4'</li> <li>○ Bath accessories</li> <li>○ Doors, frames, and hardware</li> </ul> </li> </ul>	\$ 4,800
<ul style="list-style-type: none"> <li>• <b>Mechanical and Electrical</b> <ul style="list-style-type: none"> <li>○ Fire protection and minor HVAC revisions</li> <li>○ Plumbing revisions</li> <li>○ Electrical revisions and LED fixtures</li> </ul> </li> </ul>	\$ 9,600
<b>Mothers Room 10' X 6'</b>	
<ul style="list-style-type: none"> <li>• <b>General Construction</b> <ul style="list-style-type: none"> <li>○ General conditions, permits and coordination</li> <li>○ Demo and removal</li> <li>○ Carpentry and labor</li> </ul> </li> </ul>	\$ 3,000
<ul style="list-style-type: none"> <li>• <b>Finishes</b> <ul style="list-style-type: none"> <li>○ Vinyl floor and base</li> <li>○ Stud, drywall and ceiling</li> <li>○ Painting</li> <li>○ Existing doors, frames and hardware</li> </ul> </li> </ul>	\$ 5,900
<ul style="list-style-type: none"> <li>• <b>Mechanical and Electrical</b> <ul style="list-style-type: none"> <li>○ Fire protection and minor HVAC revisions necessary</li> <li>○ Electrical revisions and LED light fixtures</li> </ul> </li> </ul>	\$ 2,600
<b>IT Workroom</b>	
<ul style="list-style-type: none"> <li>• <b>New 42" door to IT from Server Room</b> <ul style="list-style-type: none"> <li>○ Demo and shelf removal</li> <li>○ Drywall and ceiling repair</li> <li>○ Painting</li> </ul> </li> </ul>	\$ 8,200
<b>Total estimated cost for all renovations</b>	<b>\$ 207,250</b>





## BOARD OF TRUSTEES ISSUE ANALYSIS

### INTRO

**AGENDA ITEM FOR CONSIDERATION:** Maner Costerisan Audit Extension

**BOARD MEETING DATES:** November 19, 2020 (first reading); December 17, 2020 (second reading)

**TIMELINE:** Final Implementation following board approval

**BUDGET LINE ITEM(S):** Audit Services #5805

**TOTAL ESTIMATED COST:** \$32,000

### PURPOSE

To inform the KDL Board of Trustees of the proposed extension of Maner Costerisan audit services for one year to include fiscal year ending 12/31/2020.

### OVERVIEW/NEEDS/BACKGROUND INFO

The purpose of this engagement is to perform an audit on the financial statements and retirement plan of Kent District Library for the fiscal year ending December 31, 2020.

### BENEFITS

This auditing provided quality services and a commitment to effectively and efficiently fulfilling the requirements of engagement and continuing accounting, and business planning needs. With the state of transition in the finance department, KDL request that we extend the services for the fiscal year ending December 31, 2020. This extension will provide the benefit of working with a known vendor and procedures so to limit transition concerns.

### DISADVANTAGES

None

### COST

1. Cost for performing annual audits:

<u>Year ending December 31</u>	<u>Operating &amp; capital project funds</u>	<u>Retirement plan</u>	<u>Total</u>
2020	\$ 25,800	\$ 6,200	\$ 32,000

2. Estimated hours to complete the engagement:

<u>Year ending December 31</u>	<u>Operating &amp; capital project funds</u>	<u>Retirement Plan</u>	<u>Total</u>
2020	230	50	280

### ADDITIONAL INFORMATION

Review of audit services will be completed after the Finance Department review and transition is complete. Remaining with the same firm will limit disruption during the department's transition period.

## **IMPLEMENTATION**

Since we have worked with Maner Costerisan the past three years there will be no implementation needed. This will be a continuation of service.

## **RECOMMENDATION**

Approve the Maner Costerisan Audit Extension.

### **Document History:**

1. First Draft – Elvia Myers
2. Revision – Melissa Snyder
3. Final Draft – Lance Warner



## RESOLUTION

### Health Insurance Funding (PA 152)

#### MEETING INFORMATION

At a regular meeting of the Kent District Library Board of Trustees (the "Library Board"), held on Thursday, November 19, 2020, at 7:00 PM via remote online connection.

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

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

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

#### RESOLUTION

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

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

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

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

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

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

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

THE FOREGOING RESOLUTION was adopted on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_. Upon roll call vote, the following voted aye: \_\_\_\_\_. The following voted nay: \_\_\_\_\_. The Chair declared the motion carried and the Resolution duly adopted on the 19th day of November 2020.

**RESOLUTION DECLARED ADOPTED.**

STATE OF MICHIGAN    )  
  ) ss.  
COUNTY OF KENT        )

**CERTIFICATION**

**I HEREBY CERTIFY** that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on November 19, 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: November 19, 2020

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Sheri Gilreath-Watts, KDL Board Secretary



## RESOLUTION

### Approval of Proposed 2021 Budget

#### MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held virtually on November 19, 2020 at 7:00 PM.

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

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

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

#### RESOLUTION

**WHEREAS**, the Kent District Library ("District Library") was established by an agreement in accordance with the District Library Establishment Act, 1989 PA 24, as amended ("DLEA"); and

**WHEREAS**, pursuant to Section 12 of the DLEA, the District Library Board is responsible for the expenditure of district library funds; and

**WHEREAS**, the Library Board desires to adopt the budget according the provisions of the Michigan Uniform Budgeting and Account Act 1968 PA 2; and

**WHEREAS**, the Library Board has determined to hold a public hearing and to adopt the budget for the District Library for the January 1, 2021 to December 31, 2021 fiscal year.

#### **NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

##### **Section 1: Title**

This Resolution shall be known as the Kent District Library General Appropriations Act ("Act").

##### **Section 2: Chief Administrative Officer**

The Library Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

##### **Section 3: Fiscal Officer**

The Director of Finance shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

##### **Section 4: Public Hearings on the Budget**

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 8, 2020, and a public hearing on the proposed budget was held on November 19, 2020.

**Section 5: Estimated Revenues**

Estimated library fund revenues for the fiscal year January 1, 2021 to December 31, 2021, including a voter-authorized millage of 1.2581 mills, and various miscellaneous revenues shall total \$27,025,126 as listed in Exhibit A.

**Section 6: Estimated Expenditures**

Estimated library fund expenditures for fiscal year January 1, 2021 to December 31, 2021 for the various library activities (line-items) shall total \$30,334,272 as listed in Exhibit A.

**Section 7: Adoption of Budget by Reference**

The general library fund budget of the Kent District Library is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 6 of this Act (see attached Exhibit A).

**Section 8: Adoption of Budget by Line Item**

The Kent District Library adopts the 2021 fiscal year general fund budget (attached as Exhibit A) by line item. Library officials responsible for the expenditures authorized in the budget may expend library funds up to, but not to exceed, the total appropriation authorized for each line item, and may make transfers among the various general ledger accounts contained in the line item appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior Library Board approval by budget amendment.

**Section 9: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

**Section 10: Transfer Authority**

The Chief Administrative Officer shall have the authority to make transfers among the various line items without prior Library Board approval, if the amount to be transferred does not exceed (\$250,000) or (10%) of the appropriation item from which the transfer is to be made, whichever is less. The Library Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior Library Board approval.

**Section 11: Periodic Fiscal Reports**

The Fiscal Officer shall transmit to the Library Board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations.

**Section 12: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**Section 13: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Library Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, including an available surplus upon which appropriations from the fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Library Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such

Sheri Gilreath-Watts, KDL Board Secretary

# KENT DISTRICT LIBRARY

## 2021 OPERATING BUDGET

### REVENUES:

Property Taxes	24,272,208
Penal Fines	550,000
Charges for services	35,000
Interest Income	253,500
Public Donations	376,945
Other Revenue	701,400
State Sources	836,073
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>27,025,126</b>

### EXPENDITURES:

Salaries and Wages	13,004,693
Employee Benefits	4,218,780
Collections - Digital	2,154,425
Collections - Physical	2,392,571
Supplies	862,428
Contractual and Professional Services	1,821,546
Programming and Outreach	373,580
Maintenance and Utilities	2,167,877
Staff Development	225,826
Board Development	11,450
Other Expenditures	936,208
Capital Outlay	2,164,889
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>30,334,272</b>

<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(3,309,146)</b>
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## RESOLUTION

### Amy Van Andel Library and Community Center Service Agreement

#### MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held on November 19, 2020 at 7:00 PM via remote connection.

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

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

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

#### RESOLUTION

**WHEREAS**, the Township of Ada is currently constructing the Amy Van Andel Library and Community Center located at 7215 Headley St SE in the village of Ada and would like KDL to establish a district library branch within a portion of the Center, of which KDL is willing to operate under a license agreement with the Township;

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

The Board hereby approves and adopts the proposed service agreement between the Kent District Library and Ada Township under the contractual details 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 19<sup>th</sup> day of November 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 November 19, 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: November 19, 2020

\_\_\_\_\_  
Sheri Gilreath-Watts, KDL Board Secretary

**KDL Library Branch License Agreement**  
**Amy Van Andel Library and Community Center**

The Kent District Library (“KDL”), a district library with its office at 814 West River Center Drive NE, Comstock Park, MI 49321 and Ada Township (the “Township”), a general-law township with its office at 7330 Thornapple River Drive SE, PO Box 370, Ada, MI 49301, agree:

1. **Acknowledged Facts.** The Township is constructing the Amy Van Andel Library and Community Center (the “Center”) located at 7215 Headley St., SE, in the Village of Ada and would like KDL to establish a district-library branch within a portion of the Center designated on the attached Exhibit A (the “Library Space”). KDL is willing to operate a branch at the Center under a license agreement with the Township. The Center will have a gross floor area of 25,786 square feet, of which 20,641 square feet will be the Library Space and 5,145 square feet will be the Community Space.
2. **Licensed Space.** The KDL branch will be located in a portion of the Center designated on the attached Exhibit A (the “Library Space”).
3. **Use and Operations.**
  - 3.1 KDL will operate a KDL public library branch within the Library Space, providing services comparable to those provided at other KDL branches. KDL may keep revenues generated from the operation of the KDL branch, including such things as book rental fees, overdue book charges, and the like.
  - 3.2 The library will be open Monday through Sunday throughout the year, except New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and other reasonable closures as approved by KDL.
  - 3.3 KDL library hours will be scheduled for a minimum of 49 hours per week, except that a minimum of 45 hours is allowed from Memorial Day to Labor Day by closing the library on Sundays. The specific schedule of library operating hours by day shall be established by KDL, taking into consideration input from the Township.
  - 3.4 With the Township’s prior written consent, the Library Space may also be made available for self-service selection and checkout of materials during non-staffed hours by patrons holding library card accounts designated for that purpose.
  - 3.5 The Township has the right to use all space identified on Exhibit A as Community Space, as well as the first floor Lobby Area. The Township may use these areas at any time, even when the Library Space is open, so long as the Township’s use does not materially interfere with KDL’s operations. The Township also has the right to bar access to the Library Space and the rest of the Center for any emergency, public health matter, or other reason in the best interests of the public.
4. **Term.** The term will begin when the Center is ready for occupancy, which the parties expect to be on or about December 23, 2020. KDL will open the branch to the public within 45 days after the Center is ready for occupancy. The initial term will be 15 years. After 15

years, the term continues indefinitely until either party gives not less than 365 days advance notice of termination.

5. **Maintenance.**

5.1 **Maintenance by Township.** The Township will maintain each of the following in the same manner as the Township maintains other Township properties:

- 5.1.1 The external areas of the Center, including parking, lawn, and landscaping areas;
- 5.1.2 The Library Space;
- 5.1.3 Furniture, fixtures, and equipment provided by the Township under this agreement;
- 5.1.4 The Center's building structure and all building systems in which the Library Space is located; and
- 5.1.5 All audio-visual equipment located in community rooms, including digital display panels, projectors, smartboards, microphones, mixers, and the like.

5.2 **Maintenance by KDL.** KDL will maintain its own equipment and other personal property it provides under this agreement, including property it provides under this agreement.

5.3 **License Fees.** KDL will pay to the Township the greater of a) the annual amount of \$1.50 per square foot of the Library Space or b) the greatest annual amount per square foot contributed to any other KDL branch for the same period. Payment will be made in quarterly installments during the first month of each quarter. The first installment will be due in January, 2021 for the January through March, 2021 quarter.

5.4 **KDL Control of Loose Equipment.** KDL will develop and implement reasonable practices and controls to minimize risk of damage to or theft of loose Township-owned equipment that is provided or checked out to Library patrons for use in the Library Space.

6. **Utilities.** KDL is responsible for its phone, internet, satellite, and other data connection service fees. The Township will pay all other utilities serving the Library Space, including water, sewer, gas, and electric.

7. **Janitorial and Trash.** The Township will provide reasonable janitorial service to the Library Space and will provide for trash and recycled pick-up.

8. **Property Taxes.** The Township will be responsible for real-property taxes on the Library Space and the balance of the Center, although the parties expect that the entire Center will

be exempt from real-property taxes. KDL is responsible to pay personal-property taxes, if any, on its equipment and other personal property.

9. **Furniture, Fixtures, and Equipment.**

9.1 **Township.** The Township will provide a) reasonable furniture and fixtures, such as collection shelving, display shelving, tables, chairs, soft seating, carpeting, window blinds, Murphy tables, outdoor furniture, book carts, workstations, office furniture, and b) standard wiring and cabling installed in the Center to provide internet service to KDL.

9.2 **KDL.** KDL must provide ISP service from the street to the DMARC Room, audio-visual equipment in community rooms, and wall-mounted LCD's at locations within the Center as designated by the Township. With the Township's prior written approval, KDL may provide all other furniture, fixtures, and equipment necessary for its services, including such things as copiers, printers, printer kiosks, phones, fax machines, computers, iPads, laptops, checkout kiosks, WAP devices, book sorter, drive-up book-drop bin, walk-up book drop, library RFID reader, podcast equipment, collection material, and entrance security gates. KDL must have inventory/identification labels on all of KDL's property.

10. **Library Materials and Staffing.** KDL will provide all library-related materials and collections, such as books, magazines, audio and video recordings, electronic databases, and all similar personal property, tangible and intangible. KDL is responsible for providing all staffing necessary to operate the library.

11. **Library Signage.** Subject to the Township's prior written consent, KDL may install library-related signage within the Center. The Township will provide exterior signage.

12. **Community Rooms.** Ada Township will be responsible for taking community room reservations, communicating room-use schedules to KDL, establishing policies and rules for community-room use, and providing room setup and takedown services. Room-use fees, if any, will be collected and retained by Ada Township. No room-use fees will be charged to KDL for using community rooms for programs designed to serve only library patrons.

13. **KDL Library Space Policies.** KDL is responsible for determining and implementing policies governing library patrons and KDL operations. These policies may not conflict with reasonable rules the Township may adopt governing the Center.

14. **Alterations.** KDL may not make any alterations to the Library Space or any other part of the Center without the Township's prior written consent. Any alterations made by KDL must be removed by KDL by the end of the license term.

15. **Insurance.**

15.1 **Township's Insurance.** During the license term, the Township will maintain commercial general liability insurance, workers' compensation insurance on

Township employees to the extent required by law, and property damage insurance covering damage to the Center and personal property owned by the Township.

## 15.2 **KDL's Insurance.**

15.2.1 **Coverages.** At KDL's expense, KDL will maintain during the license term the following insurance coverages:

- (i) Commercial general liability insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury and property damage.
- (ii) Worker compensation insurance with statutory limits and employer liability coverage.
- (iii) Automobile liability insurance covering all owned, non-owned, and hired vehicles, with at least a \$1,000,000 per accident limit for bodily injury and property damage.
- (iv) Fire and "special perils" property damage insurance covering 100% of the replacement cost for KDL's personal property used or located at the Center.

15.2.2 **CGL Coverage Requirements.** All commercial general liability insurance required by KDL must:

- (i) Name the Township as an additional insured using an ISO form acceptable to the Township;
- (ii) Include contractual liability coverage sufficient to cover KDL's duty to indemnify the Township;
- (iii) Contain deductibles satisfactory to the Township and no self-insurance or co-insurance terms;
- (iv) Be carried either on an occurrence basis, or if carried on a claims-made basis, the policy must have a retroactive date that is not later than the date this license terms begins and must be maintained beyond the end of the term for an additional period equal to the statute of limitations plus one year.

15.2.3 **General Insurance Requirements.** KDL is responsible for all deductibles applicable to KDL's required insurance. All of KDL's insurance must:

- (i) Be primary, so that any insurance the Township may carry is excess, secondary, and non-contributing; and

- (ii) Be written by carriers authorized to write insurance in Michigan and have a rating of not less than A-/VIII as listed in the most recently published version of A.M. Best Company Insurance Ratings; and

#### 15.2.4 **Other Insurance Terms.**

- (i) KDL must notify the Township promptly upon receiving notice from any of its insurance carriers that a policy will be cancelled or not renewed. KDL must give this notice at least 30 days before any of KDL's policies will be cancelled or not renewed.
- (ii) Each of KDL's insurance policies must waive all of insurer's subrogation rights with respect to losses payable under the policy.
- (iii) Before KDL occupies the Library Space, KDL must deliver proof that all premiums have been paid and either (at the Township's choice) certificates of insurance or copies of insurance policies.
- (iv) KDL releases the Township from liability for any claim that would be covered by insurance that this license requires KDL to have. This release is effective even if KDL fails to obtain required insurance.

#### 16. **KDL Obligations at End of Term.** On or before the end of the license term, KDL must:

16.1 Remove any alterations made by KDL unless otherwise directed by the Township

16.2 Remove all of its signage, furniture, fixtures, equipment, and other personal property.

#### 17. **Indemnity.** KDL will indemnify the Township and its employees, volunteers, and other agents for all losses of any kind arising out of KDL's use of the Library Space or other activities conducted or sponsored by KDL at the Center. Losses include bodily injury, property damage, loss of property value, staff time, reasonable attorney fees and any other expenses incurred by the Township of any kind. KDL must also defend the Township in any proceeding seeking losses from the Township that KDL would be responsible for. This defense is at KDL's expense and begins upon notice from the Township. KDL must use legal counsel approved by the Township. KDL may not settle any claim against the Township without the Township's prior written consent.

#### 18. **Representations.**

18.1 **By KDL.** KDL represents to the Township that:

- 18.1.1 KDL has the legal authority to sign this agreement and perform KDL's obligations;

- 18.1.2 This agreement has received the necessary approvals from KDL's governing board and any third party to make it enforceable in accordance with its terms;
- 18.1.3 KDL's performance under this agreement does not breach any term in KDL's organizational documents, any law governing KDL's operations, or any instrument binding on KDL.
- 18.1.4 The terms of this agreement are, and will remain, no less favorable to the Township than those in place between KDL and any other KDL library branch location.

**18.2 By the Township.** The Township represents to KDL that:

- 18.2.1 The Township has the legal authority to sign this agreement and perform the Township's obligations;
- 18.2.2 This agreement has received the necessary approvals from the Township's governing board and any third party to make it enforceable in accordance with its terms;
- 18.2.3 The Township's performance under this agreement does not breach any term in the Township's organizational documents, any law governing the Township's operations, or any instrument binding on the Township.

19. **Center Rules.** The use of marijuana, tobacco, and similar products is prohibited at the Center, including smokeless tobacco products and vaping. The Township may adopt other reasonable rules to apply to use of the Center.

20. **Reviews.** The Township and KDL representatives will meet periodically to review the library operations, usage, rates paid by KDL, and all other terms of this agreement, and will negotiate in good faith on whether any adjustment should be made to any of the terms of this Agreement. These periodic meetings will occur at each of the following times: (a) no later than March 31, 2022, to review performance through December 31, 2021, (b) no later than March 31 of every second calendar year after 2021, to review performance since the last periodic meeting, (c) within 60 days after any public KDL millage vote and (d) at any time upon the request of either party. Each party will provide to the other itemized data on its performance in advance of each meeting.

**21. General Terms.**

21.1 **Entire Agreement and Amendment.** This agreement contains the entire agreement between KDL and the Township and supersedes all previous agreements, representations, and negotiations, including the term sheet that was developed during negotiations. Any amendment to this agreement is ineffective

unless it is in writing, signed, and approved by the governing boards of KDL and the Township.

- 21.2 **Anti-Reliance.** Each party represents that (a) it has had full opportunity to consult with legal and other advisors as it determines advisable or necessary in connection with its decision to knowingly execute this agreement, (b) it has not relied on any representations or other statements made by any other party other than those in this agreement, (c) it relies solely on this agreement to govern the relationship it describes, and (d) reliance on anything outside this agreement is unreasonable and establishes no rights or duties.
- 21.3 **Compliance with Laws.** Each party will comply with all laws applicable to its conduct under this agreement.
- 21.4 **License.** This agreement creates only a license for KDL to use the Library Space. It is not a lease, does not give exclusive possessory rights to KDL of the kind that a lease would create, and creates no real-property interest on KDL's behalf.
- 21.5 **Damage and Condemnation.** KDL must promptly notify the Township of any serious damage to the Library Space.
- 21.6 **No Assignment by KDL.** KDL's rights are not assignable except to a successor public library system.
- 21.7 **Liability Limitation.** The Township is not liable to KDL for lost revenues arising from a default by the Township under this agreement.
- 21.8 **Severability.** The unenforceability of a term in this agreement does not affect the enforceability of any other term. Each term is enforceable only to the extent permitted by law.
- 21.9 **Notices.**
- 21.9.1 **General Requirements.** Any notice permitted or required under this agreement must be in writing, have its postage prepaid by the sender, and for mailed notice, be addressed to the recipient at its address shown on page one of this agreement .
- 21.9.2 **When Deemed to be Given.** Notice is deemed given upon the earliest of:
- (i) Actual receipt;
  - (ii) Hand delivery in person;
  - (iii) Three business days after being deposited in the United States first-class mail; or



- (iv) One business day after being mailed by a nationally recognized overnight mail or courier service such as Federal Express or UPS, for next business day delivery.

21.9.3 **Address Changes.** Either party may give notice of an address change other than a post office box

21.10 **Dispute Resolution.** Neither party may file suit in any court concerning a dispute under this agreement without first giving written notice to the other party describing the dispute and attempting in good faith to resolve the dispute through facilitative mediation in Grand Rapids, Michigan, using an agreed-upon mediator. If the dispute has not been resolved through mediation within 60 days after the dispute notice is given, then either party may file suit.

21.11 **Defaults and Remedies.** A party is in default if it fails to fulfill any of its obligations under this agreement within 10 days after receiving a notice from the other party. A default gives the other party all available remedies.

21.12 **Interpretation.**

21.12.1 Headings are only general indications of article and section contents and may be used to that extent to interpret this agreement.

21.12.2 References to laws and documents include any amendments that may be made from time to time.

21.12.3 References to days mean calendar days. Any deadline or end of any time period that does not fall on a business day extends through the next business day. Business day means any calendar day other than a Saturday, Sunday or other day on which financial institutions close.

21.12.4 Each term in this agreement is enforceable only to the extent that the law allows.

21.12.5 Any reference to law includes federal, state, and local statutes, regulations, ordinances, and other governmental requirements.

Kent District Library

Ada Township

By: \_\_\_\_\_  
Its: \_\_\_\_\_

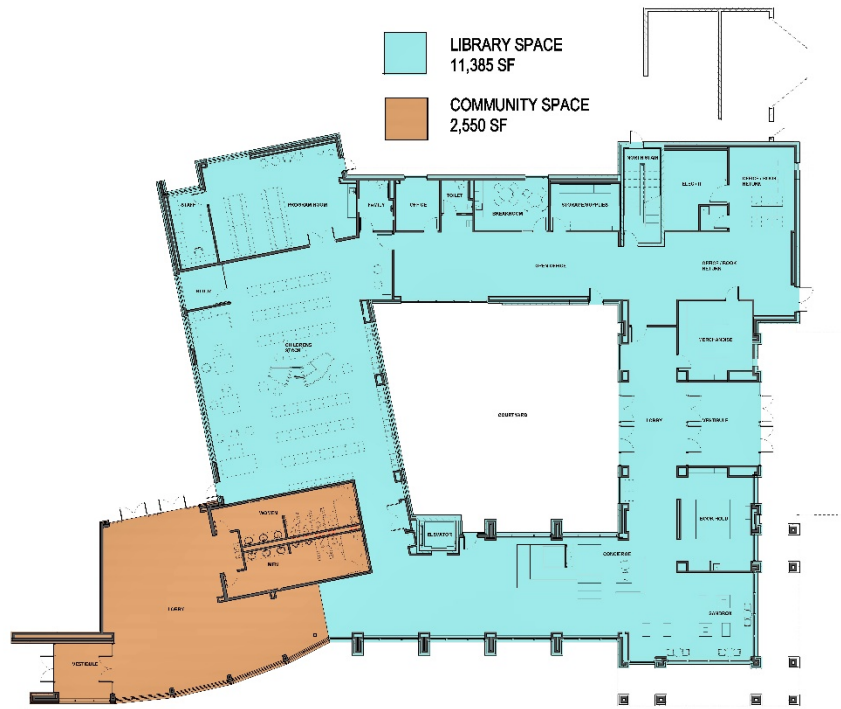
By: \_\_\_\_\_  
George Haga, Supervisor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### DELINEATION OF LIBRARY SPACE AND COMMUNITY SPACE



#### FIRST FLOOR - SQUARE FOOTAGE

AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER | ADA TOWNSHIP | 06/25/2020 | progressive | A900



#### SECOND FLOOR - SQUARE FOOTAGE

AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER | ADA TOWNSHIP | 06/25/2020 | progressive | A901