

Kent
District
Library



-12-

BOARD OF TRUSTEES
MEETING PACKET

DECEMBER 2020

DRAFT



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Held via remote connection per Michigan Senate Bill 1108.

DATE & TIME

Thursday, December 17, 2020 at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: November 19, 2020
- C. Request for Closing: All Branches on January 2, 2021 to accommodate system wide IT (Information Technology) maintenance.

4. LIAISON REPRESENTATIVE COMMENTS

5. PUBLIC COMMENTS**

6. FINANCE REPORTS – November 2020*

7. LAKELAND LIBRARY COOPERATIVE REPORT

8. DIRECTOR'S REPORT – NOVEMBER 2020

9. NEW BUSINESS

- A. 2021 Election of Officers*
- B. 2021 Trustee Board Assignments*
- C. 2021 Annual Report Presentation Schedule
- D. Resolution: Third 2020 Budget Amendment

Roll Call Vote

10. LIAISON REPRESENTATIVE COMMENTS

11. PUBLIC COMMENTS**

12. BOARD MEMBER COMMENTS

13. MEETING DATES

Regular Meeting: Thursday, January 21, 2021– KDL Service Center, 4:30 PM

14. CLOSED SESSION – Director's Performance Evaluation*

Roll Call Vote

15. DIRECTOR'S ANNUAL PERFORMANCE EVALUATION

16. ADJOURNMENT*

* *Requires Action*

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

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BOARD OF TRUSTEES

LOCATION

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

DATE + TIME

Thursday, November 19, 2020 at 7:00 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, Josh Bernstein, Jaci Cooper, Randy Goble, Missy Lancaster, Brian Mortimore, Elvia Myers, Christine Mwangi, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: David Padula, Julius Suchy

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 7:24 PM.

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.

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

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

- #### 4. LIAISON REPRESENTATIVE COMMENTS – EGR Representative David Padula spoke about challenges the city of East Grand Rapids has faced in the midst of the coronavirus pandemic, including their annual book sale, which was cancelled for this year.

- #### 5. PUBLIC COMMENTS** – None.

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6. PUBLIC HEARING – 2021 Budget*

Motion: Ms. Weller moved to recess the Kent District Library board meeting at 7:29 PM to commence the public hearing on the 2021 budget.

Support: Supported by Ms. Erlewein.

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

RESULT: Motion carried 8-0.

There were no public comments.

Motion: Ms. Oliver moved to close the public hearing and reconvene the regular board meeting at 7:31 PM.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

7. FINANCE REPORTS – October 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, notwithstanding the \$4M transfer currently in process.
- KDL is 83% through the fiscal year, has received approximately 97% of budgeted annual revenues and has spent approximately 73% of budgeted expenditures.
- KDL's personal properties tax reimbursement was approximate \$10K more than anticipated.
- The largest checks written for the month of October was to Overdrive for approximately \$178.5K for digital content and to Priority Health for approximately \$121.6K for employee Insurance.
- There were no voided checks in the month of October.

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

Support: Supported by Mr. Myers.

RESULT: Motion carried.

8. LAKELAND LIBRARY COOPERATIVE REPORT

9. DIRECTOR'S REPORT

- With new executive orders currently in place, KDL will proceed with continuing exclusive curbside service in lieu of opening branches. Director Werner thanked all staff and the Leadership Team for an excellent job in the midst of ambiguity, highlighting that their hard work and dedication were much appreciated.
- Though Grandville's Battle of Books was virtual this year as opposed to in person, the program set a new record of participation with over 200 individual participants online.

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10. NEW BUSINESS

A. Finance Department Systems Audit Report Review by Rehmann

B. Director's Evaluation: Request for December Closed Session*

Motion: Mr. Dykhuis moved to call a closed session at the December 17, 2020 meeting of the KDL Board of Trustees to discuss the Director's performance evaluation.

Support: Supported by Ms. Gilreath - Watts.

RESULT: Motion carried.

C. 2021 In-Service Dates*

Motion: Ms. Oliver moved to approve the 2021 In-Service Dates for all branches.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

D. Policy Manual—Section 6.10 Electronic Communications Policy—*First Reading**

Motion: Mr. Erlewein moved to approve changes to Section 6.10 Electronic Communications Policy of the KDL Policy Manual as presented.

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried.

E. Issue Analysis: Design and Renovation of the Service Center—*First Reading**

Motion: Mr. Myers moved to approve the proposed bid for the Design and Renovation of the Service Center as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

F. Issue Analysis: Maner Costerisan Auditing Extension—*First Reading**

Motion: Mr. Erlewin moved to approve an auditing extension for KDL's relationship with Maner Costerisan, with details as presented.

Support: Supported by Ms. Gilreath- Watts

RESULT: Motion carried.

G. Resolution: Health Insurance Funding*

Roll Call Vote

Motion: Mr. Erlewin moved to approve health insurance funding (PA 152) for 2021 as presented.

Support: Supported by Ms. Gilreath-Watts.

Ms. Bruursema — Yes

Mr. Dykhuis — Yes

Mr. Erlewein — Yes

Ms. Gilreath-Watts — Yes

Mr. Myers — Yes

Mr. Noreen — Yes

Ms. Oliver — Yes

Ms. Weller — Yes

RESULT: Motion carried 8-0.

H. Resolution: Approval of 2021 Budget*

Roll Call Vote

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Motion: Mr. Myers moved to approve the 2021 budget as presented.

Support: Supported by Ms. Weller

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

RESULT: Motion carried 8-0.

I. Contract: Amy Van Andel Library and Community Center Contract*

Roll Call Vote

Motion: Mr. Myers moved to approve the service contract between Ada Township and KDL as presented.

Support: Supported by Mr. Erlewein.

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

RESULT: Motion carried 8-0.

The board asked questions of staff and staff responded.

11. LIAISON REPRESENTATIVE COMMENTS — None.

12. PUBLIC COMMENTS** — None.

13. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema praised KDL for coming through the pandemic with shining colors.

Mr. Dykhuis – Mr. Dykhuis noted that construction at the Grandville branch is speeding up without too much disturbance to the community. Construction crews are working quickly yet quietly.

Mr. Erlewein – In response to Mr. Erlewein's question on whether all of Rehmann's recommendations will be immediately incorporated into KDL policy, Director Werner explained that the Library will be able to make change and gradually phase new policy in over time. KDL looks to hire a new CFO sometime next spring, in which additional changes will surely come.

Ms. Gilreath-Watts – In response to an information email Brian Mortimore sent earlier in the week, Ms. Gilreath-Watts expressed her support for KDL's leadership and staff during this challenging time. She appreciates remaining updated on any changes and adjustments. Lastly, she thanked Ms. Cooper and her husband for their excellent work on her Little Free Library. Especially during shutdown, this little library has been especially popular in her community.

Mr. Myers – Mr. Myers thanked Ms. Weller for seven years of excellent service on the KDL Pension Board. November 18, 2020 was Ms. Weller's last session on the board. In total, Ms. Weller has clocked approximately 232 hours of time to this purpose.

Mr. Noreen – No additional comment.

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Ms. Oliver – Ms. Oliver enthusiastically expressed her support for KDL’s decision to move back into exclusive curbside service and appreciates the thoughtfulness involved in taking this action. She is immensely proud to be part of this organization and hopes everyone stays safe and healthy.

Ms. Weller – Ms. Weller thanked the KDL Leadership Team for taking care of employees, especially since employees are the ones taking care of the patrons.

14. MEETING DATES

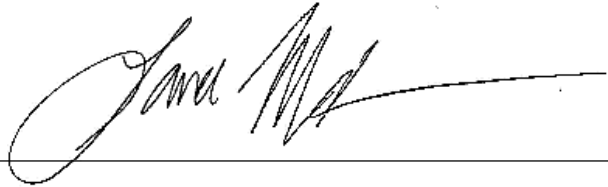
Regular Meeting: Thursday, December 17, 2020 – Virtual Connection, 4:30 PM.

15. ADJOURNMENT*

Motion: Ms. Weller moved for adjournment at 8:22 PM.

Support: Supported by Mr. Myers.

RESULT: Motion carried.





17 December 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 for two different system-wide closings to accommodate a major IT System Maintenance project to facilitate our data center migration (e.g. servers, data, programs, etc.).

The first window we are asking for is to close all KDL branches for the day on Saturday, January 2, 2021 this may include Sunday, January 3rd as well. However, this will not disrupt any of the branches because we are closed on Sunday's due to the COVID-19 pandemic. We chose this weekend because we are going to be leveraging the Holiday closing schedule and doing a lot of work once the branches close for New Years.

The second window we are asking for is two weeks later - Friday and Saturday (1/15 & 1/16). We will know more after the first weekend if this will be a 100% outage or just a few systems (e.g. Phones for 8 hours). However, we believe we should expect the worst situation that's why we are asking for both days, realizing we also have a third day on Sunday 1/17, if necessary.

Thanks in advance for your consideration and flexibility.

Sincerely,

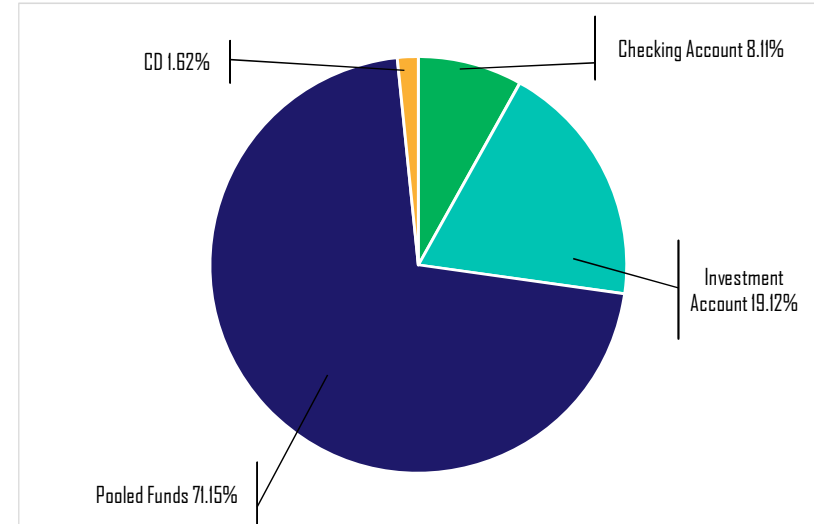
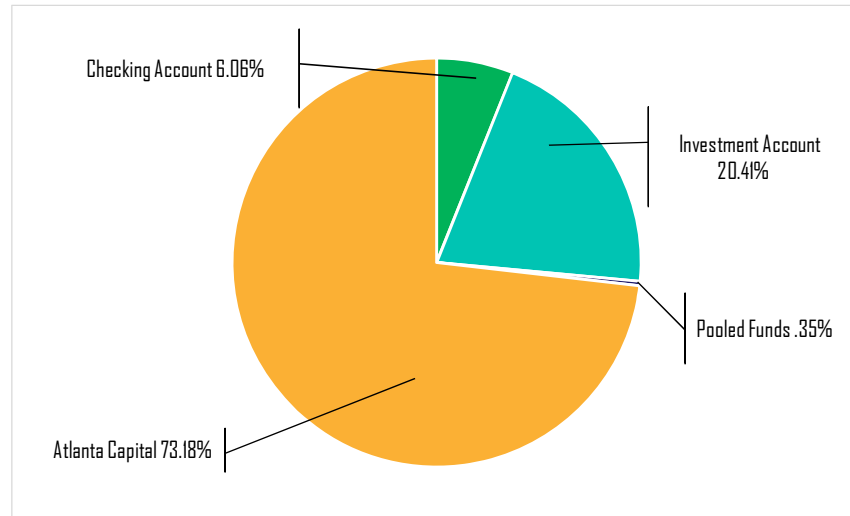
A handwritten signature in black ink, appearing to read "Kurt Stevens", with a long, sweeping horizontal line extending to the right.

Kurt Stevens, IT Director

cc: Lance Werner, Executive Director



Monthly Cash Position Per Bank Month ended November 30



2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$984,596.42
Huntington Investment Account	0.009%	\$3,318,911.39
*Kent County Pooled Funds	0.693%	\$56,435.14
Atlanta Capital Investments		\$11,898,517.00
		<u>\$16,258,459.95</u>

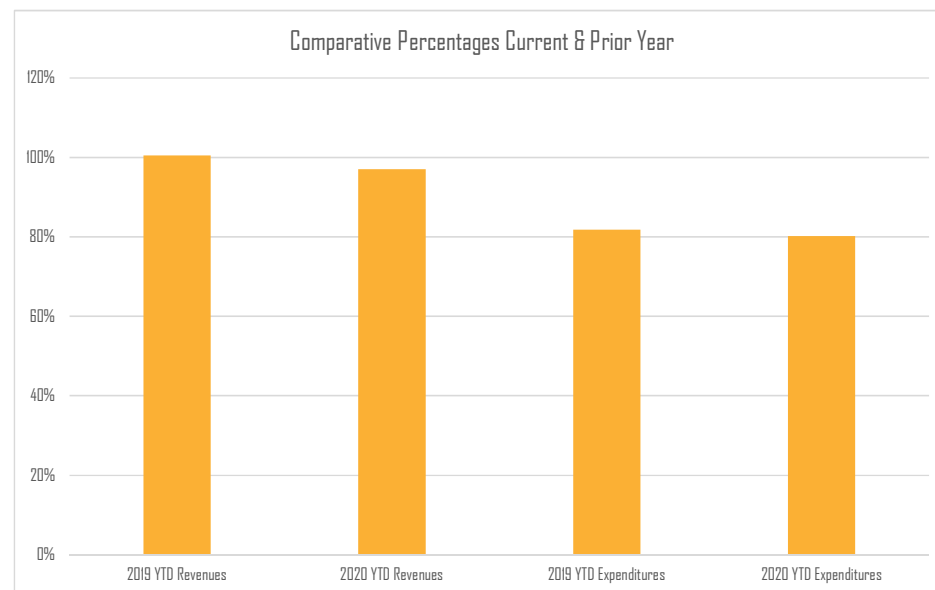
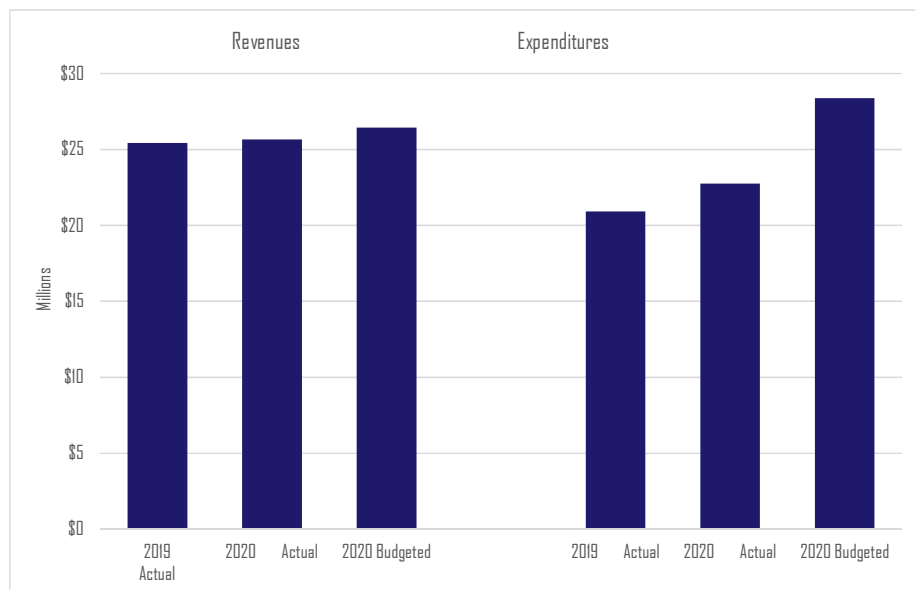
2019		
Account	Rate	Amount
Huntington Checking Account	0.400%	\$1,341,515.15
Huntington Investment Account	1.409%	\$3,162,401.30
*Kent County Pooled Funds	2.116%	\$11,769,509.05
First National Bank	2.580%	\$268,655.72
		<u>\$16,542,081.22</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended November 30



Budget to Actual with Prior Year Comparison

Revenues

2019 Actual	\$	25,423,269
2020 Actual	\$	25,669,023
2020 Budgeted	\$	26,447,698

Expenditures

2019 Actual	\$	20,917,665
2020 Actual	\$	22,767,079
2020 Budgeted	\$	28,378,552

Comparative Percentages Current & Prior Year

Account

Account	Amount
2019 YTD Revenues	100.6%
2020 YTD Revenues	97.1%
2019 YTD Expenditures	81.9%
2020 YTD Expenditures	80.2%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2020 Through 11/30/2020
(In Whole Numbers)

	YTD Actual	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	23,203,871	23,331,338	(127,467)	(1)%
Penal Fines	619,366	795,000	(175,634)	(22)%
Charges for Services	41,469	138,000	(96,531)	(70)%
Interest Income	164,006	302,500	(138,494)	(46)%
Public Donations	263,903	437,020	(173,117)	(40)%
Other Revenue	469,213	549,700	(80,487)	(15)%
State Sources	907,195	894,140	13,055	1 %
Total Revenues	25,669,023	26,447,698	(778,676)	(3)%
Expenditures				
Salaries and Wages	11,019,795	12,666,513	1,646,718	13 %
Employee Benefits	3,005,664	3,927,954	922,290	23 %
Collections - Digital	2,103,619	1,849,223	(254,396)	(14)%
Collections - Physical	1,934,625	2,673,390	738,765	28 %
Supplies	744,762	970,578	225,815	23 %
Contractual and Professional Services	982,062	1,520,083	538,021	35 %
Programming and Outreach	202,650	327,453	124,803	38 %
Maintenance and Utilities	1,485,740	1,998,906	513,166	26 %
Staff Development	113,469	371,025	257,555	69 %
Board Development	725	25,280	24,555	97 %
Other Expenditures	628,154	963,296	335,142	35 %
Capital Outlay	545,814	1,084,852	539,037	50 %
Total Expenditures	22,767,079	28,378,552	5,611,473	20 %
Excess Revenue Over (Under) Expenditures	2,901,943	(1,930,854)	4,832,797	(250)%

Kent District Library
Statement of Revenues and Expenditures
245 - Business Consulting Special Revenue Fund
From 11/1/2020 Through 11/30/2020
(In Whole Numbers)

YTD Actual

Expenditures	
Salaries and Wages	5,720
Employee Benefits	1,430
Maintenance and Utilities	1,100
Other Expenditures	1,876
Total Expenditures	10,126
Excess Revenue Over (Under) Expenditures	(10,126)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2020 Through 11/30/2020
(In Whole Numbers)

	YTD Ending November 30, 2019	YTD Ending November 30, 2020	Total Variance
Revenues			
Property Taxes	22,126,347	23,203,871	1,077,524
Penal Fines	787,989	619,366	(168,623)
Charges for Services	181,657	41,469	(140,188)
Interest Income	323,553	164,006	(159,547)
Public Donations	301,100	263,903	(37,197)
Other Revenue	797,620	469,213	(328,407)
State Sources	905,002	907,195	2,193
Total Revenues	25,423,269	25,669,023	245,754
Expenditures			
Salaries and Wages	10,376,003	11,019,795	643,792
Employee Benefits	2,929,616	3,005,664	76,048
Collections - Digital	1,414,415	2,103,619	689,203
Collections - Physical	1,904,976	1,934,625	29,648
Supplies	430,539	744,762	314,223
Contractual and Professional Services	1,035,165	982,062	(53,103)
Programming and Outreach	249,774	202,650	(47,124)
Maintenance and Utilities	1,503,821	1,485,740	(18,081)
Staff Development	148,733	113,469	(35,264)
Board Development	8,568	725	(7,843)
Other Expenditures	544,585	628,154	83,569
Capital Outlay	371,469	545,814	174,345
Total Expenditures	20,917,665	22,767,079	1,849,415
Excess Revenue Over (Under) Expenditures	4,505,604	2,901,943	(1,603,661)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2020 Through 11/30/2020
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	45	23,009,097	23,128,111	(119,014)	(1)%
4412 Delinquent personal property taxes	1	7,480	25,000	(17,520)	(70)%
4432 DNR - PILT	0	48,552	14,000	34,552	247 %
4437 Industrial facilities taxes	0	138,742	164,227	(25,486)	(16)%
Total Property Taxes	45	23,203,871	23,331,338	(127,467)	(1)%
Penal Fines					
4581 Penal fines	0	619,366	795,000	(175,634)	(22)%
Total Penal Fines	0	619,366	795,000	(175,634)	(22)%
Charges for Services					
4650 Printing/fax fees	8	24,307	100,000	(75,693)	(76)%
4660 Other Patron Fees	1	(38)	5,000	(5,038)	(101)%
4685 Materials replacement charges	196	17,200	33,000	(15,800)	(48)%
Total Charges for Services	205	41,469	138,000	(96,531)	(70)%
Interest Income					
4664 Interest Earned on Restricted Investments	34	600	0	600	0 %
4665 Interest earned on deposits and investments	19,950	161,409	300,000	(138,591)	(46)%
4666 Interest Earned - Property Taxes	4	1,997	2,500	(503)	(20)%
Total Interest Income	19,988	164,006	302,500	(138,494)	(46)%
Public Donations					
4673 Restricted donations	14,853	249,512	157,020	92,492	59 %
4674 Unrestricted donations	1,252	14,391	280,000	(265,609)	(95)%
Total Public Donations	16,105	263,903	437,020	(173,117)	(40)%
Other Revenue					
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	264	468	0	468	0 %
4667 Building rental	213	843	5,000	(4,158)	(83)%
4668 Royalties	468	3,520	4,500	(980)	(22)%
4672 Local grants	0	15,000	0	15,000	0 %
4676 Reimbursement of expenditures	0	1,043	0	1,043	0 %
4677 Program contributions	0	250	0	250	0 %
4686 Sale of Equipment	405	850	0	850	0 %
4688 Miscellaneous	761	2,177	0	2,177	0 %
4690 CARES Act - Emergency Sick Leave Credit	10,746	18,695	0	18,695	0 %
Total Other Revenue	12,856	469,213	549,700	(80,487)	(15)%
State Sources					
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	0	460,635	450,000	10,635	2 %
Total State Sources	0	907,195	894,140	13,055	1 %
Total Revenues	49,199	25,669,023	26,447,698	(778,676)	(3)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2020 Through 11/30/2020
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Expenditures					
Salaries and Wages					
5700 Board Stipend	30	2,100	3,720	1,620	44 %
5706 Extra duty stipends	350	5,000	6,500	1,500	23 %
5710 Contra Salaries and Wages - Consulting Admin	(520)	(5,720)	0	5,720	0 %
5713 Salary & Wages	915,379	11,018,415	12,656,293	1,637,878	13 %
Total Salaries and Wages	915,239	11,019,795	12,666,513	1,646,718	13 %
Employee Benefits					
5709 FICA	66,078	811,697	963,936	152,239	16 %
5717 Defined Contribution Pension Plan Contributions	34,926	421,530	688,178	266,648	39 %
5718 Employee Health Benefits	110,167	1,322,145	1,640,731	318,586	19 %
5720 HSA/Flex	0	349,200	389,820	40,620	10 %
5723 Retiree Health Care OPEB	150	1,650	1,800	150	8 %
5724 Life Insurance	2,633	24,872	29,798	4,927	17 %
5725 Additional Life Insurance	0	7,480	25,934	18,455	71 %
5727 Gradifi Student Loan Assistance	4,527	55,823	148,283	92,460	62 %
5728 YMCA Membership Support	0	370	15,480	15,110	98 %
5730 Other Employee Benefits	497	12,328	13,994	1,666	12 %
5735 Contra Employee Benefits - Consulting Admin	(130)	(1,430)	0	1,430	0 %
5842 Unemployment Claims	0	0	10,000	10,000	100 %
Total Employee Benefits	218,849	3,005,664	3,927,954	922,290	23 %
Collections - Digital					
5785 Cloud Library/OverDrive	220,000	1,419,808	1,218,000	(201,808)	(17)%
5786 Hoopla	0	362,000	252,000	(110,000)	(44)%
5787 Digital Collection	0	107,650	118,635	10,985	9 %
5788 Miscellaneous Electronic Access	1,666	214,161	260,588	46,427	18 %
Total Collections - Digital	221,666	2,103,619	1,849,223	(254,396)	(14)%
Collections - Physical					
5791 Subscriptions	910	70,957	74,460	3,503	5 %
5815 KDL Cruisers	0	22,032	29,000	6,968	24 %
5871 Branch Local Materials - Restricted Donation Expenditures	854	7,798	13,050	5,252	40 %
5982 Collection Materials - Depreciable	189,876	1,201,964	1,654,875	452,911	27 %
5983 CD/DVD Collection Materials - Non-Depreciable	61,837	325,433	729,965	404,532	55 %
5984 Beyond Books Collection - Non-Depreciable	36,122	306,440	172,040	(134,400)	(78)%
Total Collections - Physical	289,600	1,934,625	2,673,390	738,765	28 %
Supplies					
5750 Processing Supplies	9,594	73,406	173,311	99,905	58 %
5751 Office Supplies	2,743	24,165	52,833	28,668	54 %
5752 Paper	727	11,081	27,122	16,041	59 %
5753 AV Supplies	440	2,820	17,025	14,205	83 %
5754 Disposable Technology <\$1000	10,541	250,829	351,684	100,855	29 %
5755 Maintenance Supplies - Custodial	882	28,852	11,841	(17,011)	(144)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2020 Through 11/30/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5756	Water Cooler Supplies & Water	355	2,183	7,450	5,267	71 %
5757	Meeting Center Supplies	0	688	4,000	3,312	83 %
5760	Technology Accessories	1,138	7,418	23,072	15,654	68 %
5764	All-staff Supplies	9,788	9,788	30,000	20,212	67 %
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	0	301	700	399	57 %
5770	Other Awards/Prizes	1,113	175,500	130,335	(45,165)	(35)%
5771	Non-Alcoholic Beverages	37	1,615	12,660	11,045	87 %
5790	Books (not for circulation)	0	4,783	9,920	5,137	52 %
5799	Miscellaneous Supplies	2,915	62,033	18,358	(43,676)	(238)%
5851	Mail/Postage	1,320	33,515	9,291	(24,224)	(261)%
5900	Copier/Printer Overage Charges	4,224	35,681	48,741	13,060	27 %
	Total Supplies	45,817	744,762	970,578	225,815	23 %
	Contractual and Professional Services					
5792	Software	6,833	362,130	457,109	94,979	21 %
5801	Professional Services	2,984	20,462	187,200	166,738	89 %
5803	IT Consultant - Consulting Svcs.	0	11,530	47,000	35,470	75 %
5804	Other Consultants	10,505	110,930	39,850	(71,080)	(178)%
5805	Audit Services	0	29,600	27,100	(2,500)	(9)%
5806	Legal Services	2,611	31,086	49,500	18,414	37 %
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	9,728	92,876	146,027	53,151	36 %
5814	Security Services	95	31,292	52,162	20,870	40 %
5816	Employment Recruiter	1,260	1,260	0	(1,260)	0 %
5817	Lakeland Library Co-op services	0	4,627	4,000	(627)	(16)%
5818	Shredding services	424	424	575	151	26 %
5819	Drug Screenings/background checks	261	792	3,500	2,708	77 %
5823	Inspection Services	0	1,469	3,200	1,732	54 %
5825	Team KDL Services	300	300	12,500	12,200	98 %
5827	Catering	2,699	6,018	31,425	25,407	81 %
5829	Custodial/cleaning services	16,075	26,259	18,500	(7,759)	(42)%
5830	Other Contracted Services	4,950	17,886	67,893	50,007	74 %
5834	Wellness Services	0	0	7,425	7,425	100 %
5836	Employee & Partner Care (Flowers, Etc)	687	5,117	6,630	1,513	23 %
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	362	3,056	7,500	4,444	59 %
5956	Other Benefits Administration Fees	2,309	26,588	15,030	(11,558)	(77)%
5957	Pension Administration Fees	0	4,453	6,600	2,147	33 %
5958	Payroll processing fees	1,817	35,204	37,000	1,796	5 %
5960	Banking Fees	953	2,263	4,150	1,887	45 %
5961	TSYS/Credit Card Fees	745	8,076	23,033	14,957	65 %
	Total Contractual and Professional Services	65,598	982,062	1,520,083	538,021	35 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2020 Through 11/30/2020
(In Whole Numbers)

	Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
Programming and Outreach					
5794 Outreach Supplies	714	5,101	29,782	24,681	83 %
5795 Programming Supplies	13,670	48,696	105,150	56,454	54 %
5865 Programming Services	3,044	22,441	44,206	21,765	49 %
5885 Speakers/Performers	1,425	125,923	146,955	21,032	14 %
5950 Airport Free Library	0	488	1,360	872	64 %
Total Programming and Outreach	18,852	202,650	327,453	124,803	38 %
Maintenance and Utilities					
5822 Maintenance Contracts	700	3,090	6,600	3,510	53 %
5848 Mobile Hotspots	17,170	33,380	14,040	(19,340)	(138)%
5849 Cell Phones/ Stipends	2,131	23,763	34,161	10,399	30 %
5850 Telephones	2,123	24,558	50,953	26,395	52 %
5852 Internet/Telecomm Services	53,778	580,376	649,122	68,746	11 %
5918 Water/Sewer	1,509	2,751	3,800	1,049	28 %
5919 Waste Disposal	1,497	6,861	5,500	(1,361)	(25)%
5920 Electric	4,660	46,356	78,000	31,644	41 %
5921 Natural Gas	246	4,906	17,000	12,094	71 %
5925 Snowplowing	1,006	7,752	20,000	12,248	61 %
5926 Lawn/Landscaping	0	3,670	4,200	530	13 %
5928 Branch Maintenance Fees	0	384,756	405,282	20,526	5 %
5929 Land Repair and Maintenance	1,779	2,148	4,200	2,052	49 %
5930 Building Repair and Maintenance	21,957	38,797	31,600	(7,197)	(23)%
5931 Equipment Repair and Maintenance	0	6,432	33,777	27,345	81 %
5932 Vehicle Repairs and Maintenance	0	1,381	17,040	15,659	92 %
5933 Software & IT Hardware Maintenance Agreements	0	146,302	391,820	245,518	63 %
5934 Other Repair and Maintenance	0	0	2,250	2,250	100 %
5940 Rentals	3,104	156,653	161,775	5,121	3 %
5941 Printer/Copier Leases	1,271	12,910	67,787	54,877	81 %
5943 Contra Maintenance & Utilities - Consulting Admin	(100)	(1,100)	0	1,100	0 %
Total Maintenance and Utilities	112,831	1,485,740	1,998,906	513,166	26 %
Staff Development					
5910 Professional Development	2,489	44,088	107,769	63,681	59 %
5911 Conferences	1,990	17,953	60,060	42,107	70 %
5913 Travel/Lodging	0	51,428	203,196	151,768	75 %
Total Staff Development	4,479	113,469	371,025	257,555	69 %
Board Development					
5908 Board Development	0	725	4,700	3,975	85 %
5909 Board Travel/Lodging	0	0	20,580	20,580	100 %
Total Board Development	0	725	25,280	24,555	97 %
Other Expenditures					
5759 Gas, Oil, Grease	36	1,473	15,500	14,027	90 %
5860 Parking	0	659	7,710	7,051	91 %
5861 Mileage Reimbursement	1,230	14,102	71,122	57,020	80 %
5870 Branch Local Misc - Restricted Donation Expenditures	1,650	68,086	143,970	75,884	53 %
5873 Website	2,450	207,259	203,685	(3,574)	(2)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 11/1/2020 Through 11/30/2020
(In Whole Numbers)

		Current Month	2020 YTD	2020 Amended Budget	2020 Amended Budget to Actual Variance	Percent Remaining
5874	Employment Advertising	0	0	1,000	1,000	100 %
5875	System Advertising	4,839	62,238	135,820	73,582	54 %
5879	Branch Advertising	10	77	4,040	3,963	98 %
5884	Royalty Free Creative(Photography, Video, etc)	400	2,632	11,500	8,868	77 %
5901	Outsourced Printing & Publishing	13,243	60,385	53,500	(6,885)	(13)%
5906	Promotions/Marketing	(4)	1,572	9,145	7,573	83 %
5907	Sponsorships/Donations	0	2,500	0	(2,500)	0 %
5912	Meetings	1,355	7,699	24,875	17,176	69 %
5915	Memberships	66	49,378	61,237	11,859	19 %
5916	Dues and Fees	0	3,094	6,727	3,633	54 %
5935	Property Liability Insurance	0	57,568	62,920	5,352	9 %
5936	Vehicle Liability Insurance	0	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	385	36,442	48,000	11,558	24 %
5942	Errors and Omissions Insurance	0	3	0	(3)	0 %
5955	Miscellaneous	0	513	16,415	15,902	97 %
5959	Sales Taxes	1	4	500	496	99 %
5964	Property Tax Reimbursement	3,125	29,666	49,000	19,334	39 %
5965	MEL Return Items	70	907	3,000	2,093	70 %
	Total Other Expenditures	28,854	628,154	963,296	335,142	35 %
	Capital Outlay					
5974	Land Improvements - Depreciable	0	7,756	0	(7,756)	0 %
5975	Building Improvements - Non-Depreciable	79,363	96,735	0	(96,735)	0 %
5976	Building Improvements - Depreciable	0	245,648	30,000	(215,648)	(719)%
5977	Technology - Non-Depreciable (\$1000-4999)	3,302	97,036	345,037	248,001	72 %
5978	Technology - Depreciable (5,000+)	0	23,620	624,070	600,450	96 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	24,419	75,020	30,645	(44,375)	(145)%
5980	Equipment/Furniture - Depreciable (\$5000+)	0	0	55,100	55,100	100 %
	Total Capital Outlay	107,084	545,814	1,084,852	539,037	50 %
	Total Expenditures	2,028,869	22,767,079	28,378,552	5,611,473	20 %
	Excess Revenue Over (Under) Expenditures	(1,979,671)	2,901,943	(1,930,854)	4,832,797	(250)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2020 Through 11/30/2020

Check Number	Vendor Name	Check Amount	Check Date
202970000259	Priority Health	113,137.11	11/3/2020
80419	Verizon Wireless - MiFy Routers & Cell phones	107,018.90	11/2/2020
80509	Ingram Library Services Llc	88,146.60	11/19/2020
80350	Everstream Holding LLC- Michigan	51,376.26	11/2/2020
11172020	The Huntington Bank - Michigan	51,262.36	11/17/2020
80532	Rivistas Subscription Services	50,967.37	11/19/2020
9866083058	Verizon Wireless - MiFy Routers & Cell phones	50,738.78	11/25/2020
80335	Baker & Taylor	44,324.55	11/2/2020
80380	Ingram Library Services Llc	41,389.07	11/2/2020
80324	Aqua Blue Aquarium Solutions	23,791.85	11/2/2020
80541	TerHorst & Rinzema Construction Co.	23,783.00	11/19/2020
80435	Baker & Taylor	21,087.71	11/19/2020
80403	Same Day Delivery, Inc	20,480.00	11/2/2020
80510	Interphase Office Interiors, Inc.	18,944.85	11/19/2020
80411	TerHorst & Rinzema Construction Co.	17,300.00	11/2/2020
80343	City Of Kentwood Treasurer	15,404.60	11/2/2020
M0136542297	American Heritage Life Insurance Company / Allstate Benefits	15,375.46	11/2/2020
80530	Rehmann LLC / Rehmann Technology Solutions, LLC	14,040.00	11/19/2020
80461	Holland Litho Printing Services	13,242.73	11/19/2020
80525	Midwest Tape	13,038.53	11/19/2020
80395	Midwest Tape	12,874.34	11/2/2020
80543	Troost Service Company	12,000.00	11/19/2020
80540	Submittable	11,420.00	11/19/2020
202970000217	Priority Health	11,328.82	11/2/2020
80398	OCLC, Inc.	9,785.00	11/2/2020
80356	Governmental Consultant Services Inc.	8,000.00	11/2/2020
80542	Thomas Klise/Crimson Multimedia	7,920.00	11/19/2020
80528	Navex Global Inc.	7,907.21	11/19/2020
80441	CDW Government, Inc.	6,935.21	11/19/2020
80346	Comerica Bank	6,113.75	11/2/2020
80425	Zoobean, Inc.	5,795.00	11/2/2020
80445	Comerica Bank	5,710.79	11/19/2020
80511	IP Consulting, Inc.	5,269.00	11/19/2020
80338	Carr Engineering, Inc.	5,000.00	11/2/2020
80389	David Medema / Medema Consulting Associates LLC	4,250.00	11/2/2020
80455	Governmental Consultant Services Inc.	4,000.00	11/19/2020
207146020952	Consumers Energy	3,535.54	11/4/2020
80426	ABDO-Spotlight-Magic-Wagon	3,254.35	11/19/2020
80336	Blackstone Audio Inc	3,220.28	11/2/2020
1054021-1120	PLIC - SBD Grand Island	3,144.76	11/2/2020
80357	GR Bikes, LLC	3,011.00	11/2/2020
80544	Vanguard Fire & Security Systems Inc	2,986.20	11/19/2020
80418	Vanguard Fire & Security Systems Inc	2,811.52	11/2/2020
9863985478	Verizon Wireless - MiFy Routers & Cell phones	2,640.08	11/4/2020
80539	Staples Business Advantage	2,251.85	11/19/2020
206857	TelNet Worldwide, Inc.	2,123.17	11/24/2020
80415	UAW Local 2600	2,079.57	11/2/2020
INV01544235	Paycor, Inc.	1,816.54	11/13/2020
80460	Hodges Coaching LLC	1,800.00	11/19/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2020 Through 11/30/2020

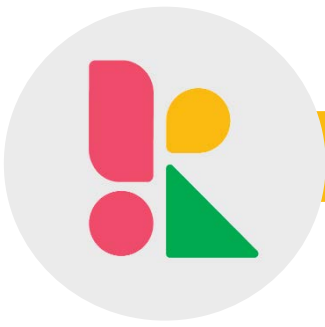
Check Number	Vendor Name	Check Amount	Check Date
80351	Feb Inc. / Grand Rapids Awnings	1,760.00	11/2/2020
80320	Advanced Benefit Solutions, Inc / 44 North	1,759.00	11/2/2020
80428	Advanced Benefit Solutions, Inc / 44 North	1,759.00	11/19/2020
486436	123.Net, Inc	1,724.00	11/17/2020
80436	Baker Tent Rental	1,636.31	11/19/2020
80430	Atlanta Capital Management Co, LLC	1,634.00	11/19/2020
80440	The Lillie Labor Law Firm P.C.	1,540.00	11/19/2020
80448	Edc Educational Services	1,485.48	11/19/2020
80526	Nationwide	1,469.60	11/19/2020
80452	Findaway World, Llc	1,406.13	11/19/2020
80354	Cengage Learning	1,215.68	11/2/2020
80517	Michigan Office Solutions (MOS)	1,201.88	11/19/2020
80423	WIMAGE	1,200.00	11/2/2020
80546	WIMAGE	1,200.00	11/19/2020
80529	Pam Spring Advertising, Llc	1,187.00	11/19/2020
201451467526	Consumers Energy	1,124.51	11/9/2020
80446	Comprenew	1,101.57	11/19/2020
80453	Foster, Swift, Collins & Smith, P.C.	1,071.00	11/19/2020
80340	Central Michigan Paper	1,067.00	11/2/2020
80400	Penworthy Co.	1,027.84	11/2/2020
80429	All Season Lawn Care	1,005.66	11/19/2020
80381	James Malcolm	1,000.00	11/2/2020
80438	Blackstone Audio Inc	989.93	11/19/2020
80348	Crabtree Publishing Co.	862.06	11/2/2020
80514	Lerner Group	800.39	11/19/2020
80399	Pam Spring Advertising, Llc	760.00	11/2/2020
80408	Staples Business Advantage	756.72	11/2/2020
80454	Cengage Learning	729.37	11/19/2020
80321	Advantage Marketing Inc. / Advantage Experts in Clean	671.06	11/2/2020
80457	Grand Rapids Building Services	662.00	11/19/2020
80342	The Child's World, Inc.	658.40	11/2/2020
80402	Plymouth Rocket, Inc.	650.00	11/2/2020
80424	Wolverine Printing Company	581.00	11/2/2020
80512	K & S Plumbing Co., Inc.	558.00	11/19/2020
80456	Grainger	547.44	11/19/2020
80513	Lasers Resource	541.45	11/19/2020
80384	Kalamazoo Sanitary Supply / KSS Enterprises	528.49	11/2/2020
80533	RNL Graphics Solutions, LLC	517.09	11/19/2020
80437	Bayscan Technologies	509.00	11/19/2020
80439	Breeanne Jagger	461.90	11/19/2020
80421	Warner Norcross & Judd Llp	440.00	11/2/2020
80449	Elm Usa	439.85	11/19/2020
80396	Mlive Media Group	404.55	11/2/2020
2110566	Arrowaste	395.49	11/17/2020
80388	Lewis Paper	390.68	11/2/2020
80427	Absopure Water Company	379.60	11/19/2020
80412	The Wave Solutions AVL, LLC	379.11	11/2/2020
80545	Vital Records Holdings, LLC / VRC Companies, LLC	361.29	11/19/2020
013711	Medtipster.com, LLC.	330.25	11/13/2020
RIS0003129106	Delta Dental Of Michigan	328.69	11/9/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2020 Through 11/30/2020

Check Number	Vendor Name	Check Amount	Check Date
80447	Crabtree Publishing Co.	311.20	11/19/2020
80387	Legal Shield	281.10	11/2/2020
80450	Employment Screening Resources	260.95	11/19/2020
0020326757-0920	Dte Energy	246.32	11/4/2020
80383	J.Appleseed/Creative Library Sales	229.50	11/2/2020
80420	Walker City Treasurer	229.07	11/2/2020
80442	Cheryl Blackington	225.00	11/19/2020
80352	Findaway World, Llc	220.44	11/2/2020
80410	Tech Logic Corporation	220.00	11/2/2020
80344	Comcast Cable	218.40	11/2/2020
80443	Comcast Cable	218.40	11/19/2020
80515	Mapers	200.00	11/19/2020
80416	USI Educational and Government Sales	197.07	11/2/2020
80462	IDVille / DBA Baudville	192.10	11/19/2020
80397	Oakland University Kresge Library	180.00	11/2/2020
80386	Kent County Treasurer	174.00	11/2/2020
80358	Greatamerica Financial Svcs.	152.02	11/2/2020
80444	Comcast Cable	134.90	11/19/2020
80345	Comcast Cable	134.90	11/2/2020
80382	James White Library	120.00	11/2/2020
80516	Michigan Education Directory	107.80	11/19/2020
80319	Absopure Water Company	103.55	11/2/2020
80534	Schepers, Inc.	100.60	11/19/2020
80323	Anthony Michael Tuttle	100.00	11/2/2020
80451	Federal Armored Truck, Inc	95.40	11/19/2020
IN1872047	TASC	94.02	11/1/2020
IN1911878	TASC	94.02	11/25/2020
80349	Edc Educational Services	84.18	11/2/2020
9864024398	Verizon Wireless - MiFy Routers & Cell phones	83.20	11/4/2020
80359	Heart Of West Michigan United Way	77.00	11/2/2020
80458	Heart Of West Michigan United Way	77.00	11/19/2020
80527	Nationwide Trust Company, FSB	74.37	11/19/2020
80339	Center Point Publishing	70.11	11/2/2020
80535	Shirley Bruursema	48.40	11/19/2020
80417	Vanessa Walstra	41.07	11/2/2020
80409	Tammy Johnson	40.50	11/2/2020
80347	Comstock Park Rotary	34.50	11/2/2020
80337	Caitlin S. Oliver	30.00	11/2/2020
80341	Charles R. Myers	30.00	11/2/2020
80322	Andrew Erlewein	30.00	11/2/2020
80406	Sheri Gilreath-Watts	30.00	11/2/2020
80407	Shirley Bruursema	30.00	11/2/2020
80404	Sarah Ann Weller	30.00	11/2/2020
80413	Thomas Noreen	30.00	11/2/2020
80401	Peter Dykhuis	30.00	11/2/2020
80353	Flat River Community Library-Mg	22.95	11/2/2020
80355	Genesee District Library	19.00	11/2/2020
80385	Kathleen Latreille	18.01	11/2/2020
80325	Ashley Smolinski	17.06	11/2/2020
80414	Tina Worrall	15.99	11/2/2020
80422	White Pine District Library	13.99	11/2/2020
80405	Scott Small	11.71	11/2/2020

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 11/1/2020 Through 11/30/2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
80459	Hesperia Community Library	<u>10.00</u>	11/19/2020
Report Total		<u>1,004,882.98</u>	



NOVEMBER DIRECTOR'S REPORT

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

ALPINE, TYRONE + WALKER

At the Walker, Tyrone and Alpine branches, implementation of the new TBS printing and scanning system opened up a whole new world of possibilities for patrons. Making these services free throughout 2020 has made this service equally accessible to everyone from teachers to students to those applying for unemployment and other benefits. One patron from Tyrone Township expressed her gratitude by donating money in excess of what her prints would have cost to KDL. Another patron from Alpine came to the library with only a print copy of his resume, which he needed to be able to fax. In the past, this patron may have needed to type and reformat his entire resume before it could be sent, but with TBS he just scanned it to word, made his necessary updates and uploaded it. Shortly after the implementation of faxing through TBS, Regional Manager Liz Knapp also helped a patron at the Walker Branch fax a document. While he watched from a distance, Ms. Knapp personally scanned, uploaded and faxed his document. "That's it? That's so easy! I like it," he said.

ALTO + ENGLEHART

At both the Alto and Englehardt branches, staff have been a picture of patience and grace in the face of uncertainty and change. While continuous change can be tiring, staff have nevertheless adjusted and adapted to this new normal. Of course, some of this change occurred on a personal, but there were many physical changes as well. In order to accommodate new guidelines surrounding COVID-19, both branches rearranged floorplans and streamlined curbside service for the smoothest possible experience. The Englehardt branch has also experienced some change in staff, with one team member moving from permanent staff into the sub pool and another team member retiring. Both employees were a major asset to the Englehardt branch and represent a significant loss, but their positions have been filled by other fantastic employees from within KDL. As one additional change, both Alto and Englehardt may now change Barbara Jingles as their new Regional Manager II. As staff look forward to the year 2021 and hopefully getting back to some sense of the usual "normal," it is also a relief to know that, whatever challenges may lie ahead, the Alto and Englehardt teams can handle it.

BYRON + GRANDVILLE

When considering what each branch is thankful for when it comes to the year 2020, a quick staff survey revealed many surprising answers. Without fail, most staff share they are thankful for KDL's new printing system, partially because it is so simple and easy to use and partially because printing across all KDL branches is currently free. Being able to tell a patron that their prints is free of charge has brought such joy to everyone involved and has given many patrons access to a service that they may not have otherwise been able to afford. The same goes for KDL's curbside service. Patrons continue to thank staff for this safe and efficient way to pick up materials from the library. Staff have also expressed continued excitement for KDL's virtual programming and outreach. In particular, Youth and Programming staff have been challenged to find new ways to creatively share their passions with the community, whether that be through virtual story times, online booktalks, virtual "Battle of the Books" and other programming. Of course, these are just a small assortment of the services and skills that Byron and Grandville staff are thankful to have honed over the course of this year. As Assistant Branch

Librarian Megan Russ shares, “I am thankful that I can still serve my community through this pandemic and give them the materials they need to successfully work or school from home or have some good materials to occupy their time. It makes me feel like I am helping in my own little way, to keep people connected in this odd place and time.”

CALEDONIA + CASCADE

One of the most welcome innovations at the Cascade Branch has been the elimination of printing costs through the end of 2020. Patrons were delighted to find that they could print for free and staff noticed more “repeat customers” because of this service. In particular, Cascade staff appreciate this change because it removes a barrier to providing excellent customer service, it brought more people into the library (before the recent spike in COVID-19 numbers) and it streamlined printing interactions. Even as the doors are now closed once again, staff are happy that free printing continues to be available as a curbside service. At the Caledonia Branch, staff enjoy offering curbside to patrons and finding creative ways to connect with people through shorter interactions. Staff especially love seeing children excited about their new library books.

COMSTOCK PARK + PLAINFIELD

2020 has been a year for the books, but one thing that hasn’t changed is KDL’s commitment to offering exemplary customer service to guests and patrons alike. Specifically at the Plainfield branch, staff identify curbside service as being one of the most impactful new offerings to library patrons. Regardless of weather and the ever decreasing hours of sunlight, Plainfield staff make a point to create lasting connections with patrons during their brief curbside interactions. Books are delivered, puppies are sometimes pet and everyone leaves with a smile behind their mask. At the Comstock Park branch, staff are most thankful for the new free printing service. Patrons have been so appreciative. Many faces light up when they find out that it is free, with a few patrons even going so far as to make a cash donation to show their appreciation. Branch Librarian Leigh Verburg remarks, “It gives me a warm feeling inside to have this barrier broken down for those who need to print. Even the usually 30 cents per page might be too much for some people. Economically, times are tough right now, but KDL stepping up this way has meant a lot to me and to the branch patrons.”

FEATURED DEPARTMENT: IT

This year, IT was faced with many separate challenges, but was still able to see “the light at the end of the tunnel” while working from home during quarantine. Indeed, many companies around the world went from onsite work to working from home overnight, of which KDL was no exception; however, one major difference between KDL and other companies is that we already had a forward-thinking business continuity strategy in place. Though most would never have guessed a pandemic would be the cause, KDL’s IT systems were built around virtual services and virtual desktops (VDI) in the event of fire, tornado or other long lasting power outage. As a result, KDL was fully prepared to grant employees virtual access to share drives, browser-based email and other training resources.

As an Information and Technology team, we worked throughout the pandemic to adopt a number of new technological resources, despite the additional challenge of remote distance. Some of these new adoptions include:

- Microsoft Teams
- A new Patron Management System called Today’s Business Solutions (TBS)
 - This included over 200 new computers, both for public use and staff use, as well as 21 new print kiosks and over 30 new credit card devices.
 - The new system brought new functionality to the Patron Computer and Printing Experience, a new Point of Sale system for staff and an amazing Language Translation program in the form of a state of the art scanner, which offers over 80 unique language offerings to better serve Kent County’s diverse population.
- Over 900 patron hotspots added to the Beyond Books collection.
- A new RFID Shelf Management Tool (circTRAK), which allows for real-time item status while staff members walk the stacks.
 - The tool was deployed and tested in the form of a wand, which can quickly locate lost, missing and claim returned items, as well as alerting staff if an RFID Tag did not get properly checked in before it was placed back on the shelf.
- Expanded mobility with new Microsoft Surfaces for the first round of staff members.
 - This involved imaging and deploying numerous computers, including docks, dual monitors and mounting arms, to allow for more employee desk space and flexibility.
- Full implementation of curbside service.
- Use of PowerAutomate
 - This positively affected such KDL features as the Katie Kudos form, manager approval of employee time off requests and branch requests for PPE/cleaning supplies.
- Security Cameras and New Door Control System
 - Allows facilities staff to now monitor the Service Center anywhere at any time (instead of making a special trip to the Service Center for every trip of the alarm).
- E-911 Compliancy
 - Brings KDL into compliance with new laws surrounding emergency calls and VOIP phone systems.
- E-Rate
 - An annual program that consistently saves KDL \$30K+ each year.
- And many more!

BUILDING UPDATES

AMY VAN ANDEL LIBRARY + COMMUNITY CENTER

The building is officially nearing completion with the second floor, the top piece of the stair railing and the fireplace base all completed and awaiting cleaning. Flooring installation continues on the first floor with the concierge desk being installed as painting continues. The main stairs are having the rubber tread installed on the risers for more secure stepping. Collections Manager Liz Guarino is beginning to plan to move of the collection into place. At the moment, it is being stored at the Service Center. KDL plans to begin moving into the building on Monday, January 4.

GRANDVILLE

Work continues at Grandville, though construction saw a few delays in the last few weeks due to COVID-19 related slowdowns and an unfortunate delay in receiving the exterior brick for the building (the delivery truck got in an accident and most of the brick was lost). Despite this, things are still moving and great progress has been made. The brick is now here and the walls have been insulated and sealed. Concrete flooring is being poured and the roofing will be completed in the next few weeks.



KDL SERVICE + MEETING CENTER

The MarCom and IT Departments have been completed, though a few rooms are still awaiting furniture. These should all be set up by the end of December. TerHorst has pulled permits and is currently working

on renovation drawings for the breakrooms, bathrooms, mothers'/wellness room and IT workroom that the Board approved last month. Interphase Furniture is working on layouts.



WHAT'S GOING ON AT KDL?

BOOK BUNDLES

On December 3, KDL launched systemwide book bundles as a way to enhance existing curbside services. The idea was initially brought to the management team by Julie Ralston, Shelby Toren and Jared Seigel, but was on pause until staff and management could acclimate to COVID-19-related changes in staffing. The project had a quick turnaround and has been a big hit since implementation. Several patrons have raved about the new service on social media. After launching, KDL received over 140 requests in a matter of days. The Library anticipates interest will only continue to grow as social media posts, targeted emails and newsletters go out to advertise this new service. Hopefully this new offering will greatly impact circulation, which has been on the decline since moving to curbside.

BOOKMOBILE

KDL recently had the amazing opportunity to participate in a food distribution event with Feeding America, where free KDL Library materials and library information was also dispersed to families in need. KDL Outreach will continue to participate in these sites through the end of the year. Other distribution opportunities in which KDL participated include the Kent Community Action Senior Meal Delivery for low-income families and a Gingerbread Lane Make N' Take Kit Drive Thru Event. So fun!



CODERS4TOMORROW

Beginning Monday, December 28, Coders4Tomorrow will host a four-day coding workshop for all students in seventh through tenth grade. This is the third program series hosted by this program, comprised of local high school and college coders. The class teaches the basics of the Python language, along with projects and one-on-one instruction.

HAPPY NOON YEAR

In an effort to keep the community safe during the ongoing pandemic, the popular holiday program Happy Noon Year has been re-invented for KDL patrons. Instead of meeting in person, a live stream of the event will take place on New Year's Eve at 11:30 AM for patrons to ring in the "noon year" with their families and loved ones. The broadcast will feature such special guests as Wimee the puppet, various KDL librarians and a surprise musical performance. The event culminates in a final countdown to noon.

HOTSPOTS

Joyanne Huston-Swanson has continued to partner with Godwin Heights Middle School and Godfrey-Lee Middle School to provide KDL hotspots for remote learning. This has proven one of the most essential services the library can offer during this time. Ms. Huston-Swanson has also helped either update or create student accounts for Godfrey-Lee East Lee Alternative Education students so that they can use the KDL Satellite Library.

PLAYSPACE PILOT

The project remains on track and schedules are currently being finalized for installation, with the Amy Van Andel Branch and Community Center having their Wonder Nook Playspace installed as early as January 4. Stakeholders will soon meet to discuss plans for obtaining patron feedback within COVID-19 restrictions in place.

PMO (PROJECT MANAGEMENT OFFICE)

Director of Projects and Planning Jaci Cooper continues to work on the new project management office implementation. Most effort and focus has been on finalizing the new staffing model so that any new project direction has a sturdy foundation. Project proposals have now been incorporated into the BOPS (branch and outreach specialist) agendas as a standing item for Jaci Cooper to review, in conjunction with the Outreach and Programming departments as the first round of approvals. This will increase communication and present an opportunity for targeted implementation, as well as set a clear path forward for staff ideas.

REHMANN AUDIT

On December 2, KDL met with Rehmann to prioritize recommended changes. Many cannot be implemented until a new purchasing policy has been revised and presented to the board. Policy revisions are scheduled to be presented before the board on the January 2021 agenda. In the meantime, the Leadership Team in conjunction with Finance will discuss other changes like simplifying and reducing general ledger accounts and removing the manual receiving procedure for credit card purchases.

SORA

Two schools have now implemented Sora for their curriculum and have reached out to KDL for public library connect access. A meeting is scheduled for next week to better understand student utilization, how KDL is contacted when schools in our service area obtain Sora and what support KDL may need to offer if this becomes widely available to schools in the service area.

STAFFING MODEL

On December 8, Morgan Hanks, Vanessa Walstra, Dawn Lewis, Trish Reid, Carrie Wilson, Randy Goble and Jaci Cooper led a discussion amongst Branch Librarians and other managers concentrating on the

future of workgroups and the role of the Branch Librarian, including how both relate to the upcoming project management office, the final implementation of the staffing model and how the Programming and Outreach departments will work with the new roles and groups in the future. Also included in the discussion was the introduction of advisory groups, a new research and task board and clearer goals and expectations around existing programming workgroups. The team will continue to incorporate feedback and document progress as the new model is put into place.

STRATEGIC PLANNING

The afternoon portion of All Staff was devoted to cascading select strategic plan annual initiatives amongst department teams. Afterward, individual goals were discussed at manager/employee one-on-one's. This final activity wrapped up the roll out. Staff will now be asked to participate in another strategic plan awareness survey to gauge the success of this rollout. The survey will be incorporated annually to ensure the plan continues to be communicated. The project to hire a firm to conduct an annual survey to assess patrons' unmet needs has made its way through the internal approval channels and will be coming to the board at a future meeting. The survey is a big component of the 2021 initiative for the Engagement and Service pillar. The EDI workgroup is also beginning to develop a plan to look into cultural understanding and awareness assessments amongst staff. As concrete plans develop based on survey and assessment results, more metrics and KPI's will be incorporated.

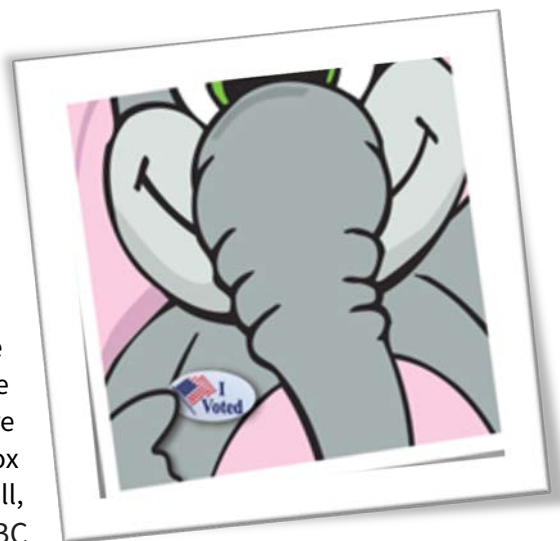
WRITE MICHIGAN

945 stories were entered for this year's Write Michigan Short Story Contest. The teen category was the most popular with 366 entries. This year's contest was promoted in partnership with the Hancock School Public Library in the Upper Peninsula. The stories will be reviewed with semi-finalists announced on January 11. Public voting and the judges' review of the semi-finalists runs through January 31. Winners will be announced on February 4.

KATIE KUDOS

MARGENE BREWER (Kentwood) was nominated by Crystal Logan-Syrewicze because... "Margene has been a huge help with the yellow overlay project. I've been the one overseeing it at our branch and her eagle eye keeps the yellow overlays off the shelves and in my hands, saving me tons of work from having to constantly re-scan the shelves for missed ones!"

SHELLEY ROOSSEN (Wyoming) was nominated by Sara Magnuson because... "Shelley has worked so hard to make KDL inclusive. She thinks outside the box in order to make libraries less intimidating, more accessible and more welcoming to all. I really wish I could check every box because Shelley is positive, authentic and, most of all, helpful. My 96-year-old grandfather is a regular TBBC user. I am his personal librarian, so TBBC gets all kinds of crazy requests from me. They always get him what he needs, but most recently, Shelley made sure to quickly get my grandpa a copy of Alex Trebek's memoir, allowing him and I to have our own little book discussion at the window of his residential facility. I cried happy tears after our chat. I am crying more as I type.



I am so grateful to have “friends in high places” who make little miracles happened during all of the chaos!”

AARON THOMAS (Patron Services—SC) was nominated by Remington Steed because... “When the previous webmaster announced she was leaving KDL in the middle of a giant website migration, Aaron stepped in to lead the project. When I then arrived as the new webmaster, Aaron could have handed it all to me and said “Good luck,” but instead he continued to lead while making room for me to take over as much as I wanted. He carried much of the weight of this project and deserves a monumental THANK YOU for stepping in and helping out at such a critical moment!!!”

UPCOMING MEETINGS + DATES OF INTEREST

BOARD MEETINGS	DATE	TIME	LOCATION
KDL Regular Board Meeting	Thurs., Jan. 21, 2021	4:30 PM	KDL Service + Meeting Center*
KDL Regular Board Meeting	Thurs., Feb. 18, 2021	4:30 PM	KDL Service + Meeting Center*
KDL Regular Board Meeting	Thurs., Mar. 18, 2021	4:30 PM	KDL Service + Meeting Center*

**Location subject to go virtual due to ongoing COVID-19 safety concerns*

NEW HIRES	POSITION	EFFECTIVE
Adrianna Triche	Branch Librarian – Grandville	December 7

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Kaleigh Ritchie	Assistant Branch Librarian – Byron Township	Assistant Branch Librarian Sub	November 23
Paula Wright	Regional Manager II – Sand Lake/Spencer/Krause	Branch Librarian – Comstock Park	November 30
Joel Kibbe	Assistant Branch Librarian – Wyoming	Patron Services Associate – Service Center	November 30
Noey Spriggs	Assistant Branch Librarian Sub	Assistant Branch Librarian – Byron Twp.	December 14
Kelly Gibson	Assistant Branch Librarian – Nelson Twp./Sand Lake	Assistant Branch Librarian – Spencer Twp.	December 21

DEPARTURES	POSITION	EFFECTIVE
Katie Griggs	Collection Services Assistant – Service Center	November 22
Montana Earegood	Assistant Branch Librarian - Wyoming	December 1
Chelsea Peterson	Assistant Branch Librarian Sub	December 4

OPEN POSITIONS	TYPE
Regional Manager I – Plainfield/Comstock Park	Full-time
Assistant Branch Librarian Subs	Temporary
Branch Librarian – Englehardt	Part-time
Volunteer Coordinator – Service Center	Full-time
Regional Manager II – Sand Lake/Krause/Spencer	Full-time
Shelver – Byron Township	Part-time
Shelver – Amy VanAndel/Ada (2 positions)	Part-time
Assistant Branch Librarian – Amy VanAndel/Ada (7 positions)	Part-time
Branch Librarian – Amy VanAndel/Ada	Part-time

EMPLOYEE ANNIVERSARIES (JANUARY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Pat Rosloniec	Cascade/Caledonia	28 years
Amy Bouma	Collection Services	23 years
Ray Mysels	Information Technology	22 years
Kelaine Mish	East Grand Rapids/Bookmobile	21 years
Tammy Schneider	Collection Development	21 years
Margo Bird	East Grand Rapids	19 years
Mark Dunham	Krause Memorial	17 years
Mary Oosterbaan	Grandville	13 years
Katie Zuidema	Marketing/Communications	11 years
Trevor Zuidema	Grandville	10 years
Catherine Campbell	Grandville	9 years
Faye Harbison	Plainfield	9 years
Clyde Waltenbaugh	Spencer Township	7 years
Janice Donahue	Sub	6 years
Sarah Vantassell	Comstock Park	6 years
Sara McMullin	Alto	5 years
Morgan Hanks	Patron Services	4 years
Wendy Kuzma	Sub	4 years
Mara Deckinga	Gaines Township	3 years
Ashley Geglio	Cascade	3 years
Nanette Zorn	Cascade	3 years
Anna Swanson	East Grand Rapids	2 years
Lisa VanKampen	Grandville	2 years
Lindsay Gibson	Gaines Township	1 year



1,004 Accounts Added in October:

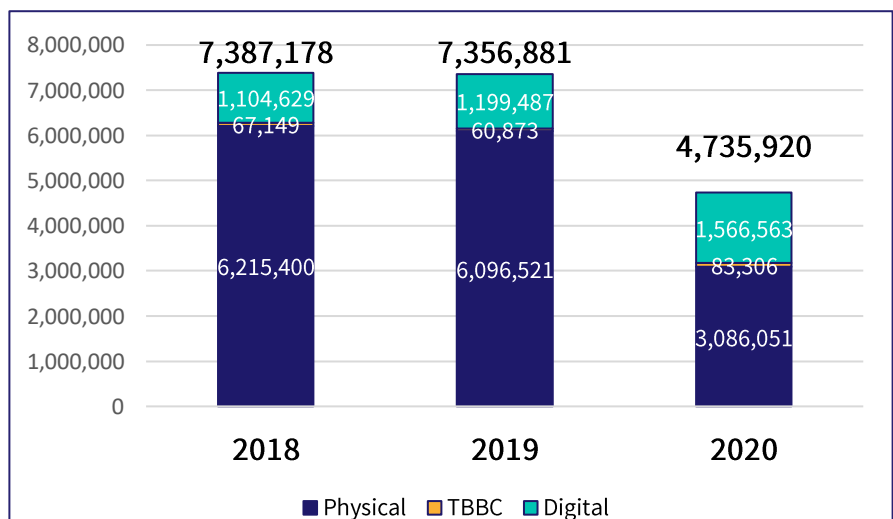


Note: KDL closed due to COVID-19 on March 13. Curbside service began June 15. Branches re-opened with limited hours on August 5 and full hours (except Sundays) on September 21. Branches returned to curbside service only on November 16.

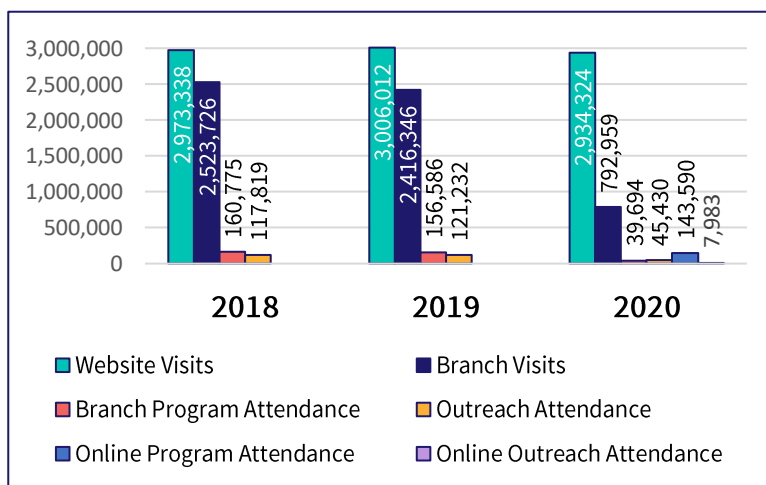
Return to Curbside: (starting November 16)

- **Physical Checkouts:** Down 30% from last month; Down 45% from last year
- **Digital Checkouts:** Up 2% from last month; Up 27% from last year
- **Visitor Count:** Down 60% from last month; Down 79% from last year
- **Program Attendees:** Down 35% from last month; Down 23% from last year

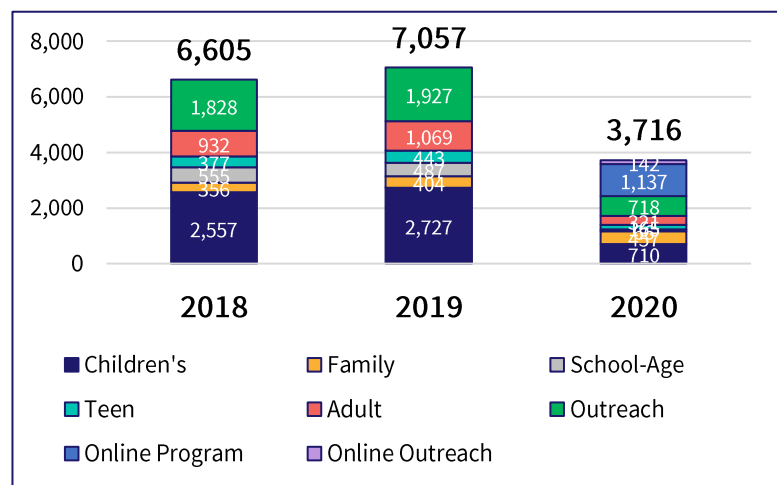
Circulation YTD:



People Served YTD:



Number of Events YTD:

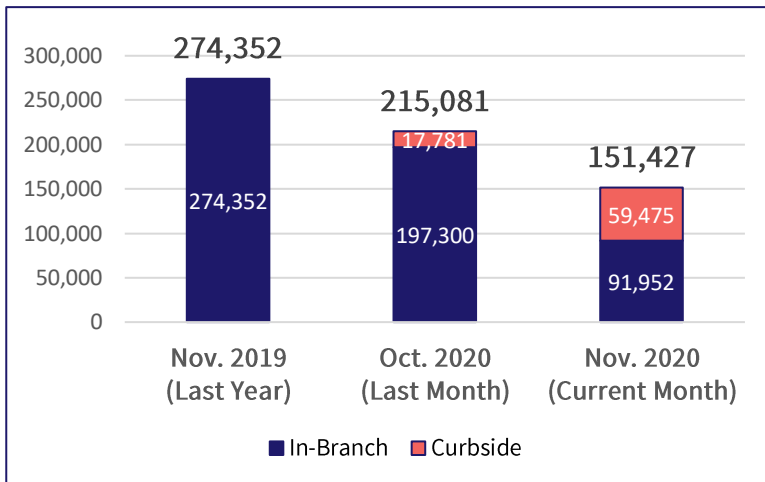




STATISTICS IN-DEPTH: RETURN TO CURBSIDE

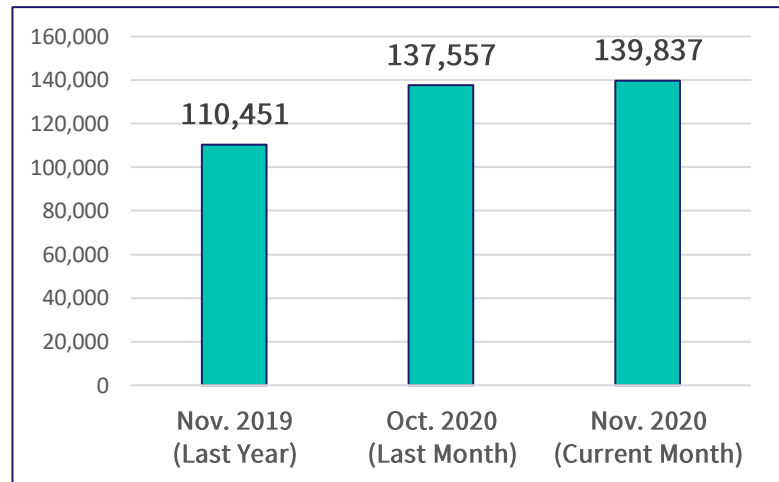
Branches returned to curbside service only on **November 16**. How have our basic statistics changed compared to last month (when branches were open to the public for the full month) and when compared to “normal operations” last year?

Physical Items Checked Out:



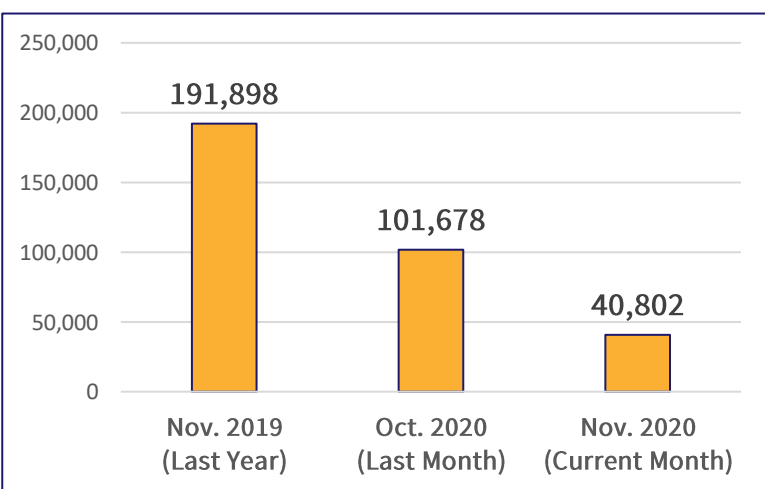
30% fewer total items have been checked out since last month, and **45% fewer** compared to the same month last year. Curbside use grew from **8%** of checkouts last month to **39%** this month.

Digital Items Checked Out:



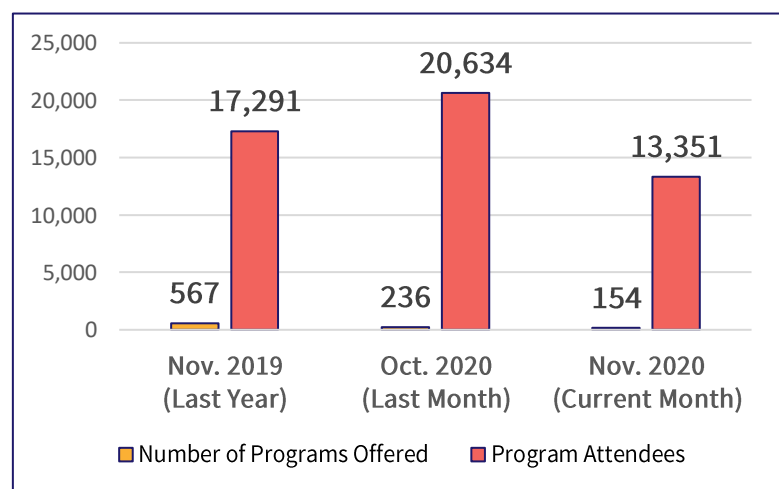
Digital checkouts are **up 2%** from last month and **up 27%** compared to the same month last year.

Branch Visitor Count:



Branch visitor count is **down 60%** compared to last month (since branches closed to in-person visits midway through the month), and **79% below** the same month last year.

Programs:



KDL offered **35% fewer** programs than last month, and had **35% lower** attendance. The shift to mostly online programs has resulted in an average of **87** attendees per program in November 2020, compared to **30** per program last year (November 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 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"/>
November 19, 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"/>
December 17, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	11/19
Meeting held remotely via dial-in connection	8/20		



TRUSTEE BOARD ASSIGNMENTS

AS OF DECEMBER 10, 2020

BOARD CHAIR			
Trustee	Appointment Date	Years of Service	Notes
Shirley Bruursema	December 19, 2019	1 year	Appointed by Board Motion
BOARD VICE CHAIR			
Trustee	Appointment Date	Years of Service	Notes
Tom Noreen	December 19, 2019	1 year	Appointed by Board Motion
BOARD TREASURER			
Trustee	Appointment Date	Years of Service	Notes
Andrew Erlewein	December 21, 2017	3 years	Appointed by Board Motion
BOARD SECRETARY			
Trustee	Appointment Date	Years of Service	Notes
Sheri Gilreath-Watts	May 21, 2020	7 months	Appointed by Board Motion



TRUSTEE BOARD ASSIGNMENTS

AS OF DECEMBER 10, 2020

KDL ALLIANCE OF FRIENDS (MEETS BI-MONTHLY)			
Trustee	Appointment Date	Years of Service	Notes
Penny Weller	December 21, 2016	4 years	Appointed by Board Motion
Caitie S. Oliver	December 19, 2019	1 year	Appointed by Board Motion
KDL PENSION BOARD (MEETS QUARTERLY)			
Trustee	Appointment Date	Years of Service	Notes
Charles R. Myers	January 18, 2001	18 years, 11 months	Appointed by Board Motion
Penny Weller	January 17, 2013	6 year, 11 months	Appointed by Board Motion
LAKELAND LIBRARY COOPERATIVE (LLC) BOARD (MEETS MONTHLY)			
Trustee	Appointment Date	Years of Service	Notes
Shirley Bruursema	July 21, 1994	26 years, 5 months	Appointed by Board Motion

SCHEDULE OF KDL ANNUAL REPORT PRESENTATIONS 2021
(alphabetized by branch)

Municipality	Branch	Month	Day	Time	Trustee	Branch Managers	Municipality Contact
Twp—Alpine	Alpine	August	Third Monday (8/16/21)	7:00PM	Penny Weller	Liz Knapp	Clerk Jean Wahlfield
Twp—Bowne	Alto	August	Third Monday (8/16/21)	7:00PM	Caitie Oliver	Sandy Graham	Clerk Sandy Kowalczyk
Twp—Lowell Charter	Alto + Englehardt	March	Third Monday (3/15/21)	7:00PM	Caitie Oliver	Sandy Graham	Clerk Monica Burt
Twp—Byron	Byron	May	Second Monday (5/10/21)	5:30PM	Peter Dykhuis	Josh Bernstein	Clerk Peggy Sattler
Twp—Caledonia Charter	Caledonia	October	First Wednesday (10/7/21)	7:00PM	Shirley Bruursema	Vanessa Walstra	Ms. Jean Patterson
Village of Caledonia	Caledonia	June	Third Tuesday (6/15/21)	6:00PM	Shirley Bruursema	Vanessa Walstra	Manager Jeff Thornton
Twp—Ada	Ada	May	Second Monday (5/10/21)	7:00PM	Chuck Myers	Dawn Lewis	Twp Manager Julius Suchy
Twp—Cascade	Cascade	October	Second Wednesday (10/13/21)	7:00PM	Chuck Myers	Vanessa Walstra	Twp Manager Ben Swayze
City—East Grand Rapids	EGR	???	First/Third Monday	6:00PM	Chuck Myers	Dawn Lewis	Clerk Karen Brower
City—Lowell	Englehardt	September	Third Monday (9/20/21)	7:00PM	Caitie Oliver	Sandy Graham	Clerk Sue Ullery
Twp—Grattan	Englehardt	June	Second Monday (6/14/21)	7:00PM	Andrew Erlewein	Sandy Graham	Clerk Michelle Alberts
Twp—Vergennes	Englehardt	March	Third Monday (3/15/21)	7:00PM	Andrew Erlewein	Sandy Graham	Clerk Shantell Ford
Twp—Gaines Charter	Gaines	July	Second Monday (7/12/21)	7:00PM	Shirley Bruursema	Cheryl Cammenga	Ms. Kim Triplett
City—Grandville	Grandville	September	Second Monday (9/13/21)	7:00PM	Peter Dykhuis	Josh Bernstein	Clerk Marci Poley- Kwaitkowski

City—Kentwood	Kentwood	July	Second Monday (7/12/21)	7:00PM	Shirley Bruursema	Cheryl Cammenga	Clerk Dan Kasunic
Twp—Courtland	Krause	September	First Wednesday (9/1/21)	7:00PM	Andrew Erlewein	Jennifer German	Clerk Sue Hartman
Twp—Algoma	Krause	September	Third Tuesday (9/21/21)	7:00PM	Andrew Erlewein	Jennifer German	Clerk Judy Bigney
Twp—Cannon	Krause	April	Second Monday (4/12/21)	7:00PM	Andrew Erlewein	Jennifer German	Clerk Deb Diepenhorst
City—Rockford	Krause	April	First Monday (4/5/21)	5:30PM	Penny Weller	Jennifer German	Clerk Chris Bedford
Kent County Board of Commissioners	n/a	August	Fourth Thursday (8/26/21)	8:30AM	Shirley Bruursema	n/a	Ms. Pam VanKeuren
Twp—Plainfield Charter	Plainfield + Comstock Park	May	Second Monday (5/10/21)	7:00PM	Penny Weller	TBD	Superintendent Cameron Van Wyngarden
Twp—Nelson	Nelson	May	Second Tuesday (5/11/21)	7:00PM	Tom Noreen	Jennifer German	Clerk Laura Hoffman
Twp—Spencer	Spencer	October	Third Tuesday (10/19/21)	7:30PM	Tom Noreen	Jennifer German	Clerk Lisa Wright
Twp—Tyrone	Tyrone	July	Third Tuesday (7/21/21)	7:00PM	Tom Noreen	Liz Knapp	Clerk Shelley Worley
City—Walker	Walker	April	Second Monday (4/12/21)	6:30PM	Penny Weller	Liz Knapp	Clerk Sarah Bydalek
City—Wyoming	Wyoming + TBBC	June	First Monday (6/7/21)	7:00PM	Sheri Gilreath- Watts	Anjie Gleisner	Ms. Jennifer Stowell
School—Kelloggsville	Kelloggsville	March	Second Monday* (3/22/21)	6:00PM	Sheri Gilreath- Watts	Anjie Gleisner	Mr. Keith Caterino

**Will be on the fourth Monday this year, but can technically plan on the second Monday for each year thereafter...*



RESOLUTION KENT DISTRICT LIBRARY BOARD OF TRUSTEES

3rd 2020 BUDGET AMENDMENT – EXPLANATION OF REQUESTED AMENDMENT

The following suggested amendment to the General Fund budget is designed to align the budget with anticipated actual expenditures as we approach the end of the fiscal year.

The following adjustments to expenditures are proposed:

- a. Re-align expenditures between categories to reflect anticipated year-end figures based on annualized amounts and outstanding year-end purchases.
- b. Increase Digital Collection Material expenditures to reflect additional purchases of Overdrive digital content based on Patron demand. This is made possible by lower than anticipated expenditures in other areas.
- c. Increase Physical Collection Material expenditures to reflect additional purchases and ongoing costs to expand our Hotspot collection due to Patron and Community demand. This is made possible by lower than anticipated expenditures in other areas.
- d. Decreased spending in other categories is related to postponed or shifted opportunities in 2020.
- e. Please see attachment to the Resolution for detail.



RESOLUTION

Third 2020 Budget Amendment

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held at the Kent District Library Service & Meeting Center, on December 17, 2020 at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

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

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves and adopts the General Fund Budget Amendment for 2020 attached hereto and made a part hereof.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 17th day of December 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 December 11, 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: December 17, 2020

Sheri Gilreath-Watts, KDL Board Secretary

**KENT DISTRICT LIBRARY
GENERAL FUND OPERATING
2020 BUDGET - 3RD AMENDMENT**

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

EXPENDITURES:			
Salaries and Wages	12,666,513		12,666,513
Employee Benefits	3,927,954	(125,000)	3,802,954
Collections - Digital	1,849,223	325,000	2,174,223
Collections - Physical	2,673,390	250,000	2,923,390
Supplies	970,578		970,578
Contractual and Professional Services	1,520,083	(200,000)	1,320,083
Programming and Outreach	327,453		327,453
Maintenance and Utilities	1,998,906	(50,000)	1,948,906
Staff Development	371,025	(200,000)	171,025
Board Development	25,280		25,280
Other Expenditures	963,296		963,296
Capital Outlay	1,084,852		1,084,852
TOTAL EXPENDITURES & OTHER FINANCING USES	28,378,552	-	28,378,552
EXCESS OVER / UNDER	(1,930,854)	-	(1,930,854)