

Kent  
District  
Library



OCTOBER  
2021

Budget Work Session  
BOARD OF TRUSTEES  
MEETING PACKET

DRAFT



# BOARD OF TRUSTEES

## Meeting Agenda

### LOCATION

Kent District Library Service & Meeting Center, 814 West River Drive, Comstock Park, MI 49321 or via teleconference.

### DATE & TIME

Thursday, October 28, 2021, at 4:30 PM.

#### 1. CALL TO ORDER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: September 23, 2021
- C. Request for extended closure at Amy Van Andel Library of 9:00 PM on Friday, December 3, 2021, to accommodate the Tinsel, Treats and Trolleys event in the Village of Ada.

#### 4. REGIONAL MANAGER UPDATE – Josh Bernstein + Eric DeHaan

#### 5. LIAISON REPRESENTATIVE COMMENTS

#### 6. PUBLIC COMMENTS\*\*

#### 7. FINANCE REPORTS – September 2021\*

#### 8. LAKELAND LIBRARY COOPERATIVE REPORT

#### 9. DIRECTOR'S REPORT – September 2021

#### 10. NEW BUSINESS

- A. Executive Director's Evaluation Process
- B. Third Quarter Strategic Plan Review
- C. 2022 Budget

#### 11. LIAISON REPRESENTATIVE COMMENTS

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

#### 13. BOARD MEMBER COMMENTS

#### 14. MEETING DATES

Next Meeting - Thursday, November 18, 2021 – KDL Service & Meeting Center, 7:00 PM or via teleconference.

#### 15. 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."

DRAFT



# BOARD OF TRUSTEES

## Meeting Minutes

### LOCATION

Service + Meeting Center, 814 West River Center Drive, Comstock Park, MI 49321 & teleconference.

### DATE + TIME

Thursday, September 23, 2021 at 4:30 PM.

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

**BOARD ABSENT:** None.

**STAFF PRESENT:** Abby Black, Jaci Cooper, Sarah Fox, Sheri Glon, Randy Goble, Joyanne Huston-Swanson, Missy Lancaster, Kim Lindsay, Kurt Stevens, Brian Mortimore, Elvia Myers, and Christine Mwangi

**GUESTS PRESENT:** None

### 1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:30 PM.

### 2. PLEDGE OF ALLEGIANCE

### 3. CONSENT AGENDA\*

A. Approval of Agenda

B. Approval of Minutes: August 19, 2021

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

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

**RESULT:** Motion carried.

### 4. LIAISON REPRESENTATIVE COMMENTS – None

### 5. PUBLIC COMMENTS\*\* – Chair Bruursema shared some good news that the State of Michigan's budget was approved with \$2M going toward libraries. She hopes this will bring funding back to \$.50 per capita.

## DRAFT

### 6. FINANCE REPORTS – August 2021\*

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

- Cash flow appears to be the same as last year's, with \$680K collected last month for e-rate reimbursements and \$591K obtained for penal fine checks.
- KDL is 66% through the fiscal year, has received 98% of budgeted annual revenues and has spent about 60% of budgeted expenditures.
- The largest checks written for the month of August were \$350K to OverDrive for the digital collection, \$126K to Priority Health for employee healthcare, \$130K to IP Consulting for the datacenter colocation and MS Office backup subscription, and \$87K to Terhorst & Rinzema for renovations to the Service Center.
- There were no voided checks for the month of August.

**Motion:** Ms. Weller moved to receive and file the August 2021 finance reports as presented.

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

**RESULT:** Motion carried.

### 7. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema gave the following update on LLC New Business:

- FY Operating Budget Amendment #4 – Passed
- 2021-2022 Meeting Dates – Passed
- 2021-2022 Healthcare Resolution – Passed
- New Employee Handbook 2021 – Accepted as presented

### 8. DIRECTOR'S REPORT – June 2021

- Director of Projects & Planning Jaci Cooper, serving as Administrator-in-Charge in Executive Director Lance Werner's absence, encouraged everyone to take a tour around the KDL Service Center soon to see the updates. She acknowledged Facilities Manager Missy Lancaster for orchestrating many of the more complicated aspects of this huge project and thanked her for doing such a tremendous job on this work.
- Congratulations to Director of Fund Development Christine Mwangi on her first Literary Libations Gala. Ms. Mwangi shared that, to date, 103 gifts have been received, for a total of over \$65K and that the amount of money raised per ticket sold increased 4.8% since last year. This year there were also more individual ticket buyers and more first-time donors than ever before.
- The Grandville Branch Expansion Ribbon Cutting Ceremony will be on Friday, October 8, 2021. This date was selected to align with the Grandville Fall Fest.

### 9. OLD BUSINESS

#### A. Policy Manual – Section 5 | Budget + Finance\*

**Motion:** Mr. Dykhuis moved to approve Policy Manual – Section 5 | Budget + Finance as presented.

**Support:** Supported by Mr. Myers.

**RESULT:** Motion Carried.



## DRAFT

## 10. NEW BUSINESS

## A. 2022 Board of Trustees Schedule

**Motion:** Mr. Noreen moved to approve the 2022 Board of Trustees Schedule as presented.

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

**RESULT: Motion Carried.**

## B. 2022 Planned System Closing Schedule

**Motion:** Ms. Oliver moved to approve the 2022 Planned System Closing Schedule as presented.

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

**RESULT: Motion Carried.**

## C. Issue Analysis: Wonderknook Post Pilot – Proposal

Youth Librarian Abby Black, Facilities Manager Missy Lancaster, and Director of Projects & Planning Jaci Cooper shared the Wonderknook Issue Analysis, which proposes spending \$500K on revamping all play spaces across all Library branches using elected bidder TMC Furniture, Inc., in an effort to refresh KDL spaces and welcome patrons back to the library.

**Motion:** Mr. Noreen moved to approve the Issue Analysis: Wonderknook Post-Pilot Proposal as presented.

**Support:** Supported by Mr. Myers.

**RESULT: Motion carried.**

## D. Budget Amendment Resolution

**Motion:** Mr. Noreen moved to approve the Budget Amendment Resolution as presented.

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

Mr. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Weller – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Gilreath-Watts – Yes

Ms. Oliver – Yes

**RESULT: Motion Carried 8-0 .**

## 11. LIASON REPRESENTATIVE COMMENTS – None.

## 12. PUBLIC COMMENTS\*\* – None.

## 13. BOARD MEMBER COMMENTS

**Ms. Bruursema** – Chair Bruursema enjoyed the presentations from the authors at the Literary Libations Gala and was honored to sit with award winner Darius Quinn and his family. She attended the farewell reception for Director of Library Operations Carrie Wilson and discovered the true meaning of “Loud Librarians.” She enjoyed attending the Municipalities’ Annual Report presentations and looks forward to attending more in the future.

**Mr. Erlewein** – Mr. Erlewein enjoyed the Literary Libations Gala and encouraged attendance at the Byron Township Board Meeting on Monday, September 27 to support Intellectual Freedom.

## DRAFT

**Mr. Dykhuis** – Mr. Dykhuis enjoyed the Literary Libations Gala and is thankful to use the Wyoming Branch as Grandville finishes up construction. He also visited the Plainfield Township Branch and was impressed with the layout. He noticed that the Beyond Binary event was well attended.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts enjoyed the Literary Libations Gala and congratulated Executive Assistant Elvia Myers on her one-year anniversary at KDL. She also expressed appreciation for the partnership with the Kent County Parks Department.

**Mr. Myers** – Mr. Myers was unable to attend the Literary Libations Gala, but was able to sponsor a KDL staff member to attend. He has enjoyed attending KDL's Annual Report Presentations at the individual municipalities.

**Mr. Noreen** – Mr. Noreen stated that the Literary Libations Gala was a wonderful event. He also shared that he recently attended the Tyrone Township Annual Report Presentation and everything went well.

**Ms. Oliver** – Ms. Oliver attended the KDL Annual Report Presentation at Lowell Township and emphasized that she is a dedicated supporter of the Library's commitment to intellectual freedom. She enjoyed the Literary Libations Gala and she was happy to see a Lowell graduate there being recognized as an author.

**Ms. Weller** – Ms. Weller congratulated Director of Fund Development Christine Mwangi and Volunteer Coordinator Corey Archambault for their first Literary Libations Gala. They both did a fantastic job.

### 14. MEETING DATES

*Regular Meeting: Thursday, October 14, 2021 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.*

### 15. ADJOURNMENT

**Motion:** Ms. Weller for adjournment at 5:37 PM.

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

**RESULT:** Motion carried.




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ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

Friday, September 17, 2021

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

Dear Board of Trustees:

I am requesting to keep the Amy Van Andel Library open past the normal 5:00pm closing on Friday, December 3 to accommodate the Tinsel, Treats and Trolleys event in the Village of Ada.

Tinsel Treats and Trolleys begins with Lighting the Bridge and a parade through downtown Ada. Trolley rides, a visit to Santa's village, and treats handed out by businesses are part of the evening. I am requesting the Amy Van Andel Library stay open until 9:00pm the evening of December 3 to participate in this wonderful event to kick off the holiday season. The longer open hours will not require staff hours above the approved budget.

Thank you for your consideration.

Sincerely,

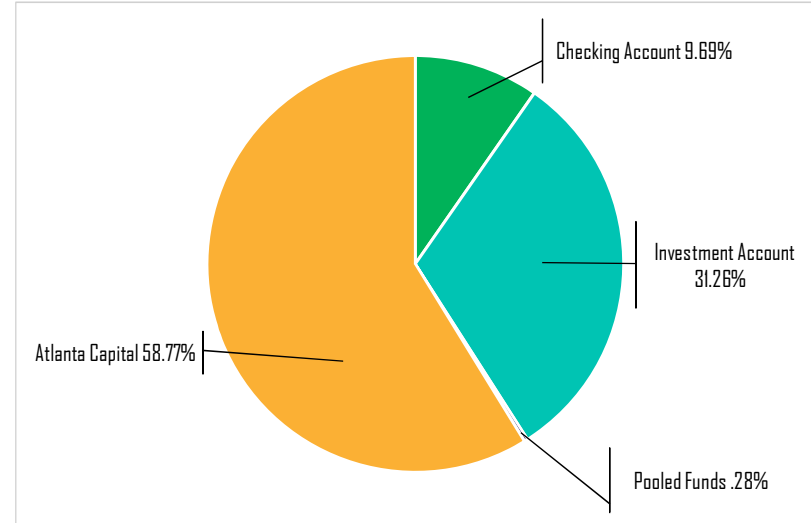
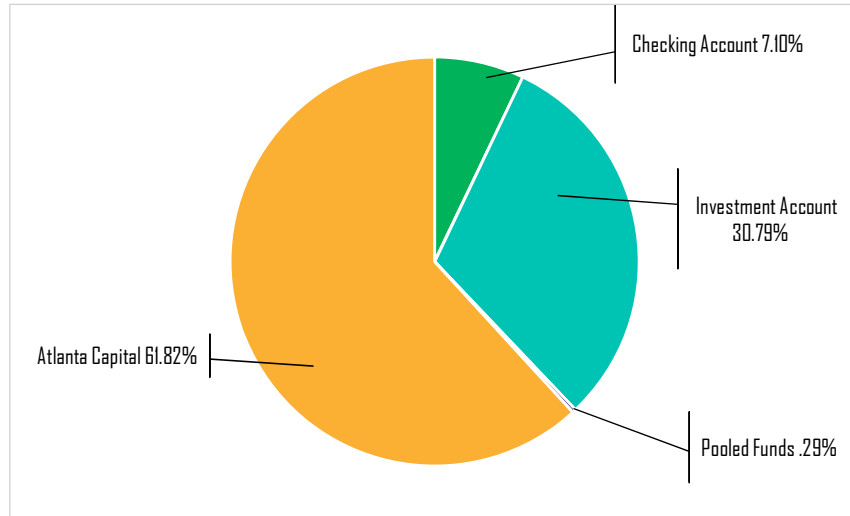
A handwritten signature in purple ink that reads "Dawn Lewis".

Dawn Lewis  
Regional Manager I  
East Grand Rapids Branch

cc: Lance Werner, KDL Executive Director



## Monthly Cash Position Per Bank Month ended September 30



2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$1,373,343.87
Huntington Investment Account	0.009%	\$5,952,314.23
*Kent County Pooled Funds	0.722%	\$55,796.34
Atlanta Capital Investments		\$11,951,384.00
		<u>\$19,332,838.44</u>

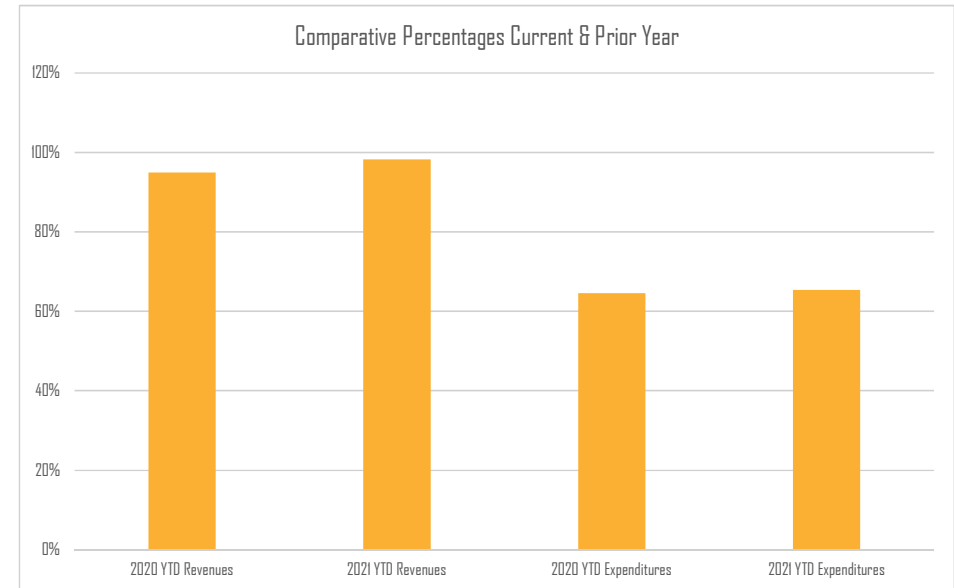
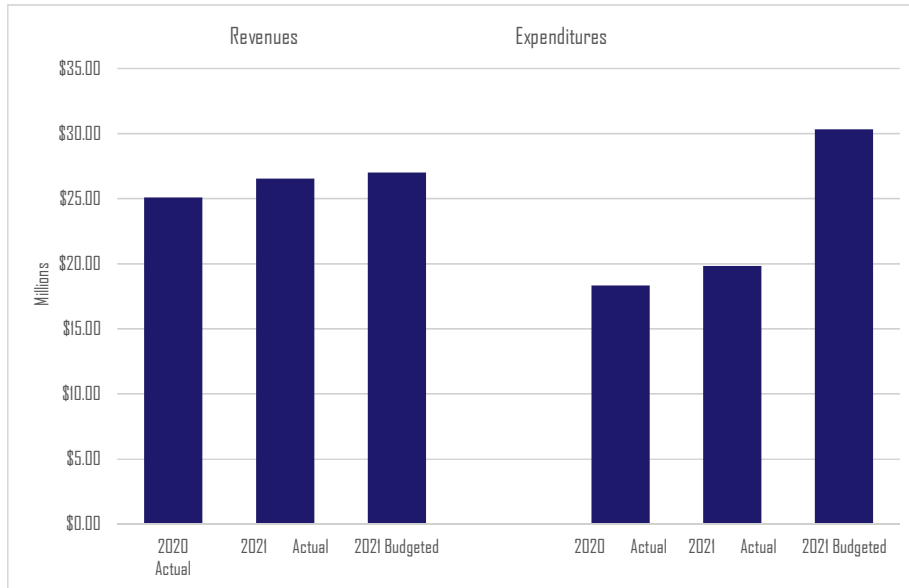
2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$1,957,403.18
Huntington Investment Account	0.049%	\$6,317,283.52
*Kent County Pooled Funds	0.907%	\$56,366.24
Atlanta Capital Investments	0.000%	\$11,877,297.00
		<u>\$20,208,349.94</u>

\* Includes Trust Pooled fund balances

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



## Monthly Revenues and Expenditures Month ended September 30



### Budget to Actual with Prior Year Comparison

#### Revenues

2020 Actual	\$	25,112,112
2021 Actual	\$	26,552,845
2021 Budgeted	\$	27,025,126

#### Expenditures

2020 Actual	\$	18,340,349
2021 Actual	\$	19,846,648
2021 Budgeted	\$	30,334,272

### Comparative Percentages Current & Prior Year

#### Account

Account	Amount
2020 YTD Revenues	95.0%
2021 YTD Revenues	98.3%
2020 YTD Expenditures	64.6%
2021 YTD Expenditures	65.4%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2021 Through 9/30/2021  
(In Whole Numbers)

	YTD Actual	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	24,186,370	24,272,208	(85,838)	(0)%
Penal Fines	591,227	550,000	41,227	7 %
Charges for Services	35,777	35,000	777	2 %
Interest Income	41,825	253,500	(211,675)	(84)%
Public Donations	207,629	376,945	(169,316)	(45)%
Other Revenue	1,030,735	701,400	329,335	47 %
State Sources	459,282	836,073	(376,791)	(45)%
Total Revenues	26,552,845	27,025,126	(472,281)	(2)%
Expenditures				
Salaries and Wages	8,726,049	13,004,693	4,278,645	33 %
Employee Benefits	2,560,721	4,218,780	1,658,059	39 %
Collections - Digital	1,715,083	2,154,425	439,342	20 %
Collections - Physical	1,613,538	2,392,571	779,033	33 %
Supplies	427,185	862,428	435,243	50 %
Contractual and Professional Services	1,020,728	1,821,546	800,818	44 %
Programming and Outreach	96,054	373,580	277,526	74 %
Maintenance and Utilities	1,969,140	2,167,877	198,736	9 %
Staff Development	47,891	225,826	177,935	79 %
Board Development	0	11,450	11,450	100 %
Other Expenditures	597,756	936,208	338,451	36 %
Capital Outlay	1,072,503	2,164,889	1,092,386	50 %
Total Expenditures	19,846,648	30,334,272	10,487,624	35 %
Excess Revenue Over (Under) Expenditures	6,706,197	(3,309,146)	10,015,343	(303)%

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 1/1/2021 Through 9/30/2021  
(In Whole Numbers)

	YTD Ending September 30, 2020	YTD Ending September 30, 2021	Total Variance
<b>Revenues</b>			
Property Taxes	23,202,708	24,186,370	983,661
Penal Fines	619,366	591,227	(28,139)
Charges for Services	38,390	35,777	(2,613)
Interest Income	127,849	41,825	(86,024)
Public Donations	224,332	207,629	(16,703)
Other Revenue	452,907	1,030,735	577,828
State Sources	446,560	459,282	12,722
<b>Total Revenues</b>	<b>25,112,112</b>	<b>26,552,845</b>	<b>1,440,733</b>
<b>Expenditures</b>			
Salaries and Wages	8,739,400	8,726,049	(13,351)
Employee Benefits	2,509,075	2,560,721	51,646
Collections - Digital	1,789,832	1,715,083	(74,749)
Collections - Physical	1,353,409	1,613,538	260,129
Supplies	678,346	427,185	(251,161)
Contractual and Professional Services	854,745	1,020,728	165,983
Programming and Outreach	173,336	96,054	(77,282)
Maintenance and Utilities	1,194,457	1,969,140	774,684
Staff Development	99,226	47,891	(51,335)
Board Development	125	0	(125)
Other Expenditures	528,083	597,756	69,673
Capital Outlay	420,315	1,072,503	652,189
<b>Total Expenditures</b>	<b>18,340,349</b>	<b>19,846,648</b>	<b>1,506,299</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>6,771,763</b>	<b>6,706,197</b>	<b>(65,566)</b>

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 9/1/2021 Through 9/30/2021  
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
<b>Property Taxes</b>					
4402 Current property taxes	461	23,940,720	24,006,516	(65,796)	(0)%
4412 Delinquent personal property taxes	716	6,395	10,000	(3,605)	(36)%
4432 DNR - PILT	1,761	34,638	16,000	18,638	116 %
4437 Industrial facilities taxes	0	204,617	239,692	(35,075)	(15)%
Total Property Taxes	2,937	24,186,370	24,272,208	(85,838)	(0)%
<b>Penal Fines</b>					
4581 Penal fines	0	591,227	550,000	41,227	7 %
Total Penal Fines	0	591,227	550,000	41,227	7 %
<b>Charges for Services</b>					
4650 Printing/fax fees	136	462	10,000	(9,538)	(95)%
4658 Overdue fines	0	292	0	292	0 %
4660 Other Patron Fees	58	1,005	5,000	(3,995)	(80)%
4685 Materials replacement charges	3,865	34,019	20,000	14,019	70 %
Total Charges for Services	4,059	35,777	35,000	777	2 %
<b>Interest Income</b>					
4664 Interest Earned on Restricted Investments	35	190	1,000	(810)	(81)%
4665 Interest earned on deposits and investments	(8,051)	39,685	250,000	(210,315)	(84)%
4666 Interest Earned - Property Taxes	168	1,949	2,500	(551)	(22)%
Total Interest Income	(7,849)	41,825	253,500	(211,675)	(84)%
<b>Public Donations</b>					
4673 Restricted donations	18,062	168,706	176,945	(8,239)	(5)%
4674 Unrestricted donations	3,954	38,923	200,000	(161,077)	(81)%
Total Public Donations	22,016	207,629	376,945	(169,316)	(45)%
<b>Other Revenue</b>					
4502 Universal Service Fund - eRate	0	680,251	696,900	(16,649)	(2)%
4667 Building rental	0	100	0	100	0 %
4668 Royalties	0	2,038	4,500	(2,462)	(55)%
4676 Reimbursement of expenditures	0	1,330	0	1,330	0 %
4686 Sale of Equipment	584	3,959	0	3,959	0 %
4688 Miscellaneous	238	2,031	0	2,031	0 %
4690 CARES Act - Emergency Sick Leave Credit	0	2,739	0	2,739	0 %
4695 Health Insurance Plan Experience Rebate	0	338,288	0	338,288	0 %
Total Other Revenue	822	1,030,735	701,400	329,335	47 %
<b>State Sources</b>					
4540 State Aid	0	343,156	315,000	28,156	9 %
4541 State aid - LBPH/TBBC	0	41,073	41,073	0	0 %
4548 Renaissance Zone reimbursement	75,053	75,053	75,000	53	0 %
4549 Personal Property tax reimbursement	0	0	405,000	(405,000)	(100)%
Total State Sources	75,053	459,282	836,073	(376,791)	(45)%
Total Revenues	97,039	26,552,845	27,025,126	(472,281)	(2)%

**Expenditures**  
**Salaries and Wages**



**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 9/1/2021 Through 9/30/2021  
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
5700 Board Stipend	270	2,250	3,720	1,470	40 %
5706 Extra duty stipends	100	3,600	5,202	1,602	31 %
5713 Salary & Wages	939,073	8,720,199	12,995,772	4,275,573	33 %
Total Salaries and Wages	939,443	8,726,049	13,004,693	4,278,645	33 %
Employee Benefits					
5709 FICA	68,500	641,142	993,840	352,698	35 %
5716 Defined Benefit Pension Plan Expenditures	0	0	80,959	80,959	100 %
5717 Defined Contribution Pension Plan Contributions	40,904	391,829	737,736	345,907	47 %
5718 Employee Health Benefits	122,089	1,111,211	1,754,802	643,591	37 %
5720 HSA/Flex	0	352,600	409,580	56,980	14 %
5723 Retiree Health Care OPEB	(466)	(4,193)	1,800	5,993	333 %
5724 Life Insurance	2,386	19,245	30,048	10,803	36 %
5725 Additional Life Insurance	0	6,192	28,377	22,186	78 %
5727 Gradifi Student Loan Assistance	3,652	31,816	138,532	106,717	77 %
5728 YMCA Membership Support	90	450	16,301	15,851	97 %
5730 Other Employee Benefits	510	10,430	16,804	6,375	38 %
5842 Unemployment Claims	0	0	10,000	10,000	100 %
Total Employee Benefits	237,665	2,560,721	4,218,780	1,658,059	39 %
Collections - Digital					
5785 Cloud Library/OverDrive	0	1,050,000	1,400,000	350,000	25 %
5786 Hoopla	0	373,500	410,000	36,500	9 %
5787 Digital Collection	0	82,765	107,795	25,030	23 %
5788 Miscellaneous Electronic Access	0	208,818	236,630	27,812	12 %
Total Collections - Digital	0	1,715,083	2,154,425	439,342	20 %
Collections - Physical					
5791 Subscriptions	948	73,279	77,600	4,321	6 %
5815 KDL Cruisers	3,007	25,035	29,991	4,956	17 %
5871 Branch Local Materials - Restricted Donation Expenditures	206	2,438	14,325	11,887	83 %
5982 Collection Materials - Depreciable	102,437	872,534	1,143,280	270,746	24 %
5983 CD/DVD Collection Materials - Non-Depreciable	28,274	269,678	551,750	282,072	51 %
5984 Beyond Books Collection - Non-Depreciable	38,617	370,574	575,625	205,051	36 %
Total Collections - Physical	173,488	1,613,538	2,392,571	779,033	33 %
Supplies					
5750 Collection Processing & AV Supplies	5,441	98,486	199,411	100,925	51 %
5751 Office & Misc Supplies	2,346	27,941	118,039	90,098	76 %
5752 Paper	454	15,287	29,340	14,053	48 %
5753 AV Supplies	0	240	0	(240)	0 %
5754 Disposable Technology <\$1000	1,212	78,176	0	(78,176)	0 %
5755 Maintenance Supplies - Custodial	502	5,134	47,160	42,027	89 %
5756 Water Cooler Supplies & Water	335	2,830	0	(2,830)	0 %
5757 Meeting Center Supplies	0	192	0	(192)	0 %
5760 Technology & Accessories <\$1000	2,426	53,242	165,670	112,428	68 %
5764 KDL Staff Event Supplies	0	0	26,000	26,000	100 %
5765 Wellness Supplies	0	906	0	(906)	0 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 9/1/2021 Through 9/30/2021  
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
5766 Team KDL Supplies	0	783	0	(783)	0 %
5767 New EE Shirts/Tote Bags	0	1,209	5,000	3,791	76 %
5768 Promotions Supplies	545	7,812	33,743	25,931	77 %
5769 Service Awards	0	303	0	(303)	0 %
5770 Other Awards/Prizes	12,569	73,393	115,645	42,252	37 %
5771 Non-Alcoholic Beverages	276	2,009	19,722	17,713	90 %
5790 Books (not for circulation)	1,024	4,946	10,500	5,554	53 %
5799 Miscellaneous Supplies	527	13,411	0	(13,411)	0 %
5851 Mail/Postage	243	4,457	27,875	23,418	84 %
5900 Copier/Printer Overage Charges	1,105	36,428	64,323	27,894	43 %
Total Supplies	29,005	427,185	862,428	435,243	50 %
Contractual and Professional Services					
5792 Software	4,811	354,343	623,750	269,407	43 %
5801 Professional & Consulting Services	14,082	205,781	523,008	317,227	61 %
5804 Other Consultants	0	21,293	0	(21,293)	0 %
5805 Audit Services	0	32,300	34,000	1,700	5 %
5806 Legal Services	861	15,225	50,000	34,775	70 %
5809 Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811 IT Contracted Services	219	20,243	0	(20,243)	0 %
5813 Delivery Services	10,752	99,380	154,368	54,988	36 %
5814 Security Services	7,294	35,222	53,316	18,094	34 %
5816 Employment Recruiter	0	1,365	0	(1,365)	0 %
5817 Lakeland Library Co-op services	0	4,283	4,950	668	13 %
5818 Shredding services	75	661	550	(111)	(20)%
5819 Drug Screenings/background checks	90	1,766	3,500	1,734	50 %
5820 Other Professional Services	1,325	1,426	0	(1,426)	0 %
5823 Inspection Services	0	1,437	3,200	1,763	55 %
5825 KDL Staff Event Services	0	0	23,950	23,950	100 %
5827 Catering	10,999	11,649	33,800	22,151	66 %
5829 Custodial/cleaning services	1,548	4,693	29,450	24,757	84 %
5830 Other Contracted Services	884	18,325	0	(18,325)	0 %
5834 Wellness Services	0	2,700	0	(2,700)	0 %
5836 Employee & Partner Care (Flowers, Etc)	139	2,455	6,500	4,045	62 %
5890 ILS Fees	0	96,472	147,620	51,148	35 %
5891 Licenses and Fees	0	4,442	4,685	243	5 %
5893 Marc Records License	221	3,703	7,500	3,797	51 %
5956 Other Benefits Administration Fees	1,809	23,631	34,500	10,869	32 %
5957 Pension Administration Fees	0	2,571	6,600	4,029	61 %
5958 Payroll processing fees	4,611	40,391	41,000	609	1 %
5960 Banking Fees	424	1,395	8,450	7,055	83 %
5961 TSYS/Credit Card Fees	2,366	13,576	11,850	(1,726)	(15)%
Total Contractual and Professional Services	62,509	1,020,728	1,821,546	800,818	44 %
Programming and Outreach					
5794 Outreach Supplies	222	9,661	0	(9,661)	0 %
5795 Programming & Outreach Supplies	1,478	31,402	157,490	126,088	80 %
5865 Programming Services	2,907	16,795	34,165	17,370	51 %
5885 Speakers/Performers	2,645	38,196	181,475	143,279	79 %
5950 Airport Free Library	0	0	450	450	100 %
Total Programming and Outreach	7,251	96,054	373,580	277,526	74 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 9/1/2021 Through 9/30/2021  
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
<b>Maintenance and Utilities</b>					
5810 IT Infrastructure Services	58,228	524,054	400,000	(124,054)	(31)%
5822 Maintenance Contracts	0	4,374	7,300	2,926	40 %
5848 Mobile Hotspots	1,903	16,690	20,204	3,514	17 %
5849 Cell Phones/ Stipends	1,963	17,049	30,692	13,643	44 %
5850 Telephones	61,159	82,513	32,392	(50,121)	(155)%
5852 Internet/Telecomm Services	(106,588)	523,668	668,042	144,374	22 %
5918 Water/Sewer	0	1,740	3,500	1,760	50 %
5919 Waste Disposal	429	4,361	6,100	1,739	29 %
5920 Electric	4,127	37,465	75,000	37,535	50 %
5921 Natural Gas	40	5,637	15,000	9,363	62 %
5925 Lawncare & Snowplowing	530	11,085	26,300	15,215	58 %
5926 Lawn/Landscaping	0	1,516	0	(1,516)	0 %
5928 Branch Maintenance Fees	0	312,413	420,907	108,494	26 %
5929 Land Repair and Maintenance	0	735	3,300	2,565	78 %
5930 Building Repair and Maintenance	(24,644)	83,944	88,000	4,056	5 %
5931 Equipment Repair and Maintenance	421	4,962	24,750	19,788	80 %
5932 Vehicle Repairs and Maintenance	0	2,552	12,900	10,348	80 %
5933 Software & IT Hardware Maintenance Agreements	1,160	99,536	93,168	(6,368)	(7)%
5934 Other Repair and Maintenance	0	81	1,450	1,369	94 %
5940 Rentals	1,474	221,640	186,064	(35,575)	(19)%
5941 Printer/Copier Leases	1,783	13,126	52,808	39,681	75 %
Total Maintenance and Utilities	1,986	1,969,140	2,167,877	198,736	9 %
<b>Staff Development</b>					
5910 Staff Development & Conferences	5,127	40,260	214,596	174,336	81 %
5911 Conferences	3,700	6,489	0	(6,489)	0 %
5913 Travel/Lodging	1,142	1,142	11,230	10,088	90 %
Total Staff Development	9,969	47,891	225,826	177,935	79 %
<b>Board Development</b>					
5908 Board Development	0	0	1,400	1,400	100 %
5909 Board Travel/Lodging	0	0	10,050	10,050	100 %
Total Board Development	0	0	11,450	11,450	100 %
<b>Other Expenditures</b>					
5759 Gas, Oil, Grease	304	1,674	9,220	7,546	82 %
5860 Parking	10	33	6,245	6,213	99 %
5861 Mileage Reimbursement	1,640	12,722	72,014	59,292	82 %
5870 Branch Local Misc - Restricted Donation Expenditures	50,751	133,543	212,620	79,077	37 %
5873 Website	0	125,064	134,060	8,996	7 %
5874 Employment Advertising	0	0	1,000	1,000	100 %
5875 System Advertising	4,309	70,302	97,150	26,848	28 %
5879 Branch Advertising	10	340	3,525	3,185	90 %
5884 Royalty Free Creative(Photography, Video, etc)	170	2,019	8,700	6,681	77 %
5901 Outsourced Printing & Publishing	761	29,628	61,500	31,872	52 %
5906 Promotions/Marketing	166	3,652	9,420	5,768	61 %
5907 Sponsorships/Donations	600	13,200	0	(13,200)	0 %
5912 Meetings	1,899	4,338	31,550	27,212	86 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 9/1/2021 Through 9/30/2021  
(In Whole Numbers)

		Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
5915	Memberships, Dues & Fees	599	35,143	66,135	30,992	47 %
5916	Dues and Fees	0	9,729	0	(9,729)	0 %
5935	Property Liability Insurance	0	69,292	62,920	(6,372)	(10)%
5936	Vehicle Liability Insurance	0	10,734	15,500	4,766	31 %
5937	Flood Insurance	0	6,173	20,000	13,827	69 %
5938	Bond Insurance	0	10,724	11,873	1,149	10 %
5939	Workers Compensation Insurance	0	16,875	48,000	31,125	65 %
5942	Errors and Omissions Insurance	0	25	25	0	0 %
5955	Miscellaneous	(200)	343	5,870	5,527	94 %
5959	Sales Taxes	1	5	500	495	99 %
5964	Property Tax Reimbursement	(287)	40,118	55,380	15,262	28 %
5965	MEL Return Items	113	2,079	3,000	921	31 %
	Total Other Expenditures	60,845	597,756	936,208	338,451	36 %
	Capital Outlay					
5974	Land Improvements - Depreciable	0	0	200,000	200,000	100 %
5975	Building Improvements - Non-Depreciable	72,740	135,010	650,000	514,990	79 %
5976	Building Improvements - Depreciable	33,070	293,845	0	(293,845)	0 %
5977	Technology - Non-Depreciable (\$1000-4999)	179,650	562,244	724,584	162,340	22 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	2,294	76,405	580,275	503,870	87 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	5,000	10,030	5,030	50 %
	Total Capital Outlay	287,754	1,072,503	2,164,889	1,092,386	50 %
	Total Expenditures	1,809,915	19,846,648	30,334,272	10,487,624	35 %
	Excess Revenue Over (Under) Expenditures	(1,712,876)	6,706,197	(3,309,146)	10,015,343	(303)%

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 9/1/2021 Through 9/30/2021

Check Number	Vendor Name	Check Amount	Check Date
82756	IP Consulting, Inc.	127,981.73	9/29/2021
212300000647	Priority Health	125,399.89	9/2/2021
82605	TerHorst & Rinzema Construction Co.	56,620.00	9/1/2021
82632	Everstream Holding LLC- Michigan	55,359.58	9/17/2021
82667	Ingram Library Services Llc	50,858.66	9/17/2021
82755	Ingram Library Services Llc	46,706.56	9/29/2021
09172021	The Huntington Bank - Michigan	43,670.37	9/17/2021
9887467456	Verizon Wireless - MiFy Routers & Cell phones	38,176.80	9/23/2021
82721	City Of Grandville	37,500.00	9/29/2021
82668	IP Consulting, Inc.	36,896.20	9/17/2021
82574	IP Consulting, Inc.	32,435.68	9/1/2021
82701	TerHorst & Rinzema Construction Co.	28,200.00	9/17/2021
82573	Ingram Library Services Llc	21,908.67	9/1/2021
M0136542235-1	American Heritage Life Insurance Company / Allstate Benefits	14,271.74	9/3/2021
82730	Frederik Meijer Gardens & Sculpture Park	12,383.99	9/29/2021
212280004969	Priority Health	12,066.31	9/1/2021
82682	Midwest Tape	11,362.03	9/17/2021
82544	Comerica Bank	8,725.81	9/1/2021
82722	Comerica Bank	8,705.62	9/29/2021
82626	Comerica Bank	8,692.10	9/17/2021
82590	Pam Spring Advertising, Llc	8,008.00	9/1/2021
82764	Midwest Tape	7,692.28	9/29/2021
82670	Koios	6,500.00	9/17/2021
82554	Gantry Business Solutions LLC	6,317.75	9/1/2021
82553	Cengage Learning	6,278.61	9/1/2021
82692	Same Day Delivery, Inc	6,144.00	9/17/2021
82556	GR Bikes, LLC	6,014.00	9/1/2021
82538	Caledonia Township	5,799.00	9/1/2021
82690	Quipu Group, LLC	5,539.00	9/17/2021
82623	Baker & Taylor	5,309.78	9/17/2021
82598	Same Day Delivery, Inc	5,120.00	9/1/2021
82628	DK Security	4,884.50	9/17/2021
82627	Demco, Inc	4,865.00	9/17/2021
82770	Same Day Delivery, Inc	4,608.00	9/29/2021
82587	Mirabel Nsokika Fonyuy-epse-Umenei / Motherland Cultural Con	4,500.00	9/1/2021
82527	Adtegrity / Media Place Partners	4,352.18	9/1/2021
207146357304	Consumers Energy	4,127.45	9/2/2021
82713	Atlanta Capital Management Co, LLC	4,084.00	9/29/2021
82555	Governmental Consultant Services Inc.	4,000.00	9/1/2021
82731	Governmental Consultant Services Inc.	4,000.00	9/29/2021
82715	Baker & Taylor	3,728.66	9/29/2021
82625	Blackstone Audio Inc	3,351.62	9/17/2021
82644	Holland Litho Printing Services	3,334.47	9/17/2021
82534	Baker & Taylor	3,279.16	9/1/2021
INV02641102	Paycor, Inc.	3,175.99	9/16/2021
82559	Grand Rapids Area Chamber Of Commerce	3,100.00	9/1/2021
82672	Library Ideas, Llc	3,068.40	9/17/2021
1054021-0921	PLIC - SBD Grand Island	2,979.48	9/1/2021
228773	TelNet Worldwide, Inc.	2,698.36	9/23/2021
82685	Lifeworks (US) LTD.	2,582.48	9/17/2021
82588	Noah Riemer Productions LLC	2,500.00	9/1/2021

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 9/1/2021 Through 9/30/2021

Check Number	Vendor Name	Check Amount	Check Date
82612	Vertigo Music	2,458.74	9/1/2021
82723	DK Security	2,409.53	9/29/2021
82608	Troost Service Company	2,300.00	9/1/2021
9885295876	Verizon Wireless - MiFi Routers & Cell phones	2,122.25	9/3/2021
82700	Tech Logic Corporation	2,016.00	9/17/2021
82609	UAW Local 2600	1,996.02	9/1/2021
82633	Findaway World, Llc	1,971.88	9/17/2021
82704	UAW Local 2600	1,938.99	9/17/2021
82777	UAW Local 2600	1,915.35	9/29/2021
82624	Bayscan Technologies	1,875.00	9/17/2021
201362966302	Consumers Energy	1,798.08	9/8/2021
82702	Thomas Klise/Crimson Multimedia	1,760.00	9/17/2021
526211	123.Net, Inc	1,724.00	9/9/2021
82614	Warner Norcross & Judd Llp	1,710.00	9/1/2021
82710	Xerox Financial Services LLC	1,631.28	9/17/2021
82619	Advanced Benefit Solutions, Inc / 44 North	1,597.00	9/17/2021
82547	El Vocero	1,500.00	9/1/2021
INV02585064	Paycor, Inc.	1,434.53	9/2/2021
82589	Olson HR Solutions / Peggy Olson	1,365.00	9/1/2021
82698	Staples Business Advantage	1,278.29	9/17/2021
82582	Marcel Price / Fable The Poet	1,250.00	9/1/2021
82776	Thought Design LLC	1,215.00	9/29/2021
82540	Central Michigan Paper	1,110.00	9/1/2021
82546	DK Security	1,108.20	9/1/2021
82728	Findaway World, Llc	1,080.26	9/29/2021
82638	Grand Rapids Building Services	1,018.25	9/17/2021
82539	Center Point Publishing	1,003.08	9/1/2021
82725	El Vocero	1,000.00	9/29/2021
82596	Sabopr	961.25	9/1/2021
82634	Cengage Learning	957.33	9/17/2021
82716	Blackstone Audio Inc	954.07	9/29/2021
82604	Staples Business Advantage	952.45	9/1/2021
82583	Michigan Office Solutions (MOS)	949.45	9/1/2021
82643	Hodges Coaching LLC	900.00	9/17/2021
82705	Unique	884.20	9/17/2021
82584	Midwest Tape	880.26	9/1/2021
82729	Foster, Swift, Collins & Smith, P.C.	861.00	9/29/2021
82687	Pam Spring Advertising, Llc	807.00	9/17/2021
82606	The ScribbleBooks Company, Inc	800.00	9/1/2021
82591	Penworthy Co.	796.32	9/1/2021
82594	RNL Graphics Solutions, LLC	771.20	9/1/2021
82766	Mlive Media Group	770.91	9/29/2021
82706	Vanguard Fire & Security Systems Inc	766.34	9/17/2021
82686	Nationwide	716.26	9/17/2021
82529	Advantage Marketing Inc. / Advantage Experts in Clean	699.80	9/1/2021
82618	Adtegrity / Media Place Partners	647.82	9/17/2021
82732	Grainger	641.22	9/29/2021
82691	Sabopr	613.20	9/17/2021
82580	Lewis Paper	600.66	9/1/2021
82724	Ebsco Information Services	595.41	9/29/2021
82674	Lowell Community Wellness	585.00	9/17/2021
82675	Michigan Office Solutions (MOS)	575.21	9/17/2021

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 9/1/2021 Through 9/30/2021

Check Number	Vendor Name	Check Amount	Check Date
82621	Aqua Blue Aquarium Solutions	567.98	9/17/2021
RIS0003646541	Delta Dental Of Michigan	553.33	9/13/2021
82767	Outdoor Discovery Center	540.00	9/29/2021
82558	Grand Rapids Building Services	530.00	9/1/2021
82761	Lowery Corp / Applied Imaging	529.99	9/29/2021
82620	All Season Lawn Care	529.67	9/17/2021
82532	Ambrose	512.72	9/1/2021
82629	Employee Assistance Center (EAC)	510.00	9/17/2021
82526	Adolfo Valle	500.00	9/1/2021
82579	Kyd Kane Poetry, LLC	500.00	9/1/2021
82708	West Michigan Sustainable Business Forum	500.00	9/17/2021
82551	Findaway World, Llc	494.70	9/1/2021
82610	Uline Shipping Supply Specialists	482.37	9/1/2021
82760	Lewis Paper	453.97	9/29/2021
2288615	Arrowaste	429.07	9/16/2021
82595	Robert Reider	425.00	9/1/2021
82535	Blackstone Audio Inc	376.96	9/1/2021
82718	Center Point Publishing	359.52	9/29/2021
82695	Seaman'S Mechanical	346.40	9/17/2021
82709	Wolverine Printing Company	325.00	9/17/2021
82616	Absopure Water Company	310.00	9/17/2021
82550	Fastsigns	303.86	9/1/2021
82545	DisArt	300.00	9/1/2021
82611	Vanguard Fire & Security Systems Inc	297.00	9/1/2021
82543	Cheryl Blackington	290.00	9/1/2021
82541	Cg Witvoet & Sons	286.75	9/1/2021
82592	Performance Assessment Network	280.00	9/1/2021
82552	Foster, Swift, Collins & Smith, P.C.	273.00	9/1/2021
014532	Medtipster.com, LLC.	272.40	9/17/2021
82693	Sarah Ryder / The Hammock LLC	270.00	9/17/2021
82769	Rebecca Deng	250.00	9/29/2021
82581	Mallory Shotwell	250.00	9/1/2021
82615	Wolverine Printing Company	246.40	9/1/2021
82689	Performance Assessment Network	220.00	9/17/2021
82771	Sarah Ann Weller	211.10	9/29/2021
82703	Town & Country Technologies	210.00	9/17/2021
82758	Jerry Berg / Berg History LLC	200.00	9/29/2021
82585	Mitchell Arganbright	200.00	9/1/2021
82733	Grayson Barton	200.00	9/29/2021
82600	Schepers, Inc.	171.25	9/1/2021
82684	MLA- Michigan Library Association	170.00	9/17/2021
82524	Absopure Water Company	167.30	9/1/2021
82639	Greatamerica Financial Svcs.	152.02	9/17/2021
82578	Juan Fernandez	150.00	9/1/2021
82720	Chris Syverson	150.00	9/29/2021
82711	Absopure Water Company	139.50	9/29/2021
82642	Hispanic Center of Western Michigan	135.00	9/17/2021
82531	Alina Hevia / Lion Mice Productions, LLC	131.37	9/1/2021
82735	IDVille / DBA Baudville	101.07	9/29/2021
82637	Grainger	100.71	9/17/2021
82561	Hannah Vanderhorst / Education Revolution LLC	100.00	9/1/2021
82525	Ada Mobile Wash	100.00	9/1/2021
82617	Ada Township	100.00	9/17/2021

**Kent District Library**  
 Check/Voucher Register - Check Register - Board Report  
 From 9/1/2021 Through 9/30/2021

Check Number	Vendor Name	Check Amount	Check Date
82602	Shirley Bruursema	99.20	9/1/2021
82774	Shirley Bruursema	95.84	9/29/2021
82549	Employment Screening Resources	90.00	9/1/2021
82765	MLA- Michigan Library Association	85.00	9/29/2021
9885334346	Verizon Wireless - MiFi Routers & Cell phones	83.20	9/3/2021
82613	Vital Records Holdings, LLC / VRC Companies, LLC	80.02	9/1/2021
82557	Grainger	80.00	9/1/2021
82562	Heart Of West Michigan United Way	78.00	9/1/2021
82640	Heart Of West Michigan United Way	78.00	9/17/2021
82734	Heart Of West Michigan United Way	78.00	9/29/2021
82528	Advanced Ecosystems / FishGuy	75.00	9/1/2021
82707	Vital Records Holdings, LLC / VRC Companies, LLC	75.00	9/17/2021
82548	Elvia Myers	72.66	9/1/2021
82717	Caitlin S. Oliver	69.76	9/29/2021
82759	Kathy Cheney	67.64	9/29/2021
82635	Genesee District Library	67.00	9/17/2021
82775	Thomas Noreen	65.84	9/29/2021
82773	Sheri Gilreath-Watts	62.48	9/29/2021
82630	Employment Screening Resources	60.00	9/17/2021
82712	Andrew Erlewein	53.52	9/29/2021
82586	MLA- Michigan Library Association	50.00	9/1/2021
82601	Sheri Gilreath-Watts	46.80	9/1/2021
82727	Ferris State University	46.16	9/29/2021
82593	Peter Dykhuis	45.68	9/1/2021
82768	Peter Dykhuis	45.68	9/29/2021
82757	isolved Benefit Services	43.60	9/29/2021
82542	Charles R. Myers	43.44	9/1/2021
82719	Charles R. Myers	42.32	9/29/2021
82599	Sarah Ann Weller	41.76	9/1/2021
82641	Heather Mantovani	41.19	9/17/2021
2036757-0921	Dte Energy	40.46	9/1/2021
82673	Linda Pyne	40.00	9/17/2021
82533	Andrew Erlewein	38.96	9/1/2021
82694	Schuler Books	36.00	9/17/2021
82577	Joyanne Huston-Swanson	35.17	9/1/2021
82537	Caitlin S. Oliver	30.00	9/1/2021
82726	Employment Screening Resources	30.00	9/29/2021
82607	Thomas Noreen	30.00	9/1/2021
82671	Leann Peterson	26.95	9/17/2021
82560	Graphic Arts Service & Supply	25.25	9/1/2021
82683	Milissa Cowgill	21.99	9/17/2021
82669	Isabel Supri	20.99	9/17/2021
82688	Paula Paulin	17.99	9/17/2021
82772	Shannon Malave	17.49	9/29/2021
82575	Jackie Billingsley	16.99	9/1/2021
82699	Tard Triezenberg	13.99	9/17/2021
82714	Audrey Greenfield	12.99	9/29/2021
82631	Erin Mitchell	12.74	9/17/2021
82597	Saline District Library	10.99	9/1/2021
82576	Margarita Rogers	9.99	9/1/2021
82530	Alaina Dobkowski	9.95	9/1/2021



**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 9/1/2021 Through 9/30/2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
82636	Genius Phone Repair	9.00	9/17/2021
82536	Brenda Riegler	<u>6.99</u>	9/1/2021
Report Total		<u><u>1,002,820.08</u></u>	

# SEPTEMBER DIRECTOR'S REPORT

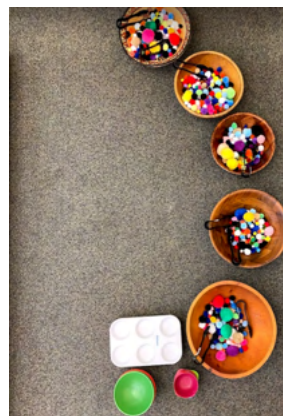
2021



**What programming or outreach services does your team get most excited for in the fall? Any cool events coming up that we should know about?**

## EAST GRAND RAPIDS + AMY VAN ANDEL

There are so many fall festivities to look forward to at the East Grand Rapids branch, but the one that has Branch Librarian Jenny Savage-Dura the most excited is the annual Halloween storytime. “Seeing toddlers in adorable costumes is truly the highlight of my fall,” Jenny says. The return of Ethics Book Club is also a highlight for staff and patrons alike. The book club, which discusses books ranging in topics from economics and the environment to race, culture and gender, was deeply missed by all. In-person storytimes have also made a celebrated return, with smiles of the Library’s youngest patrons stirring palpable joy for all. During the month of September, Branch Librarian Holly Goulet started a Loose Parts Play program in the KDL Lab. There, children are encouraged to explore a variety of manipulatives, such as buttons, wooden blocks, acorns, silverware, trays and spools, as a way of encouraging imaginative, open-ended play and creativity. For instance, a cardboard box can be any number of things: a hiding place, a means of transport or a tower. So far the program has been well-received.



Meanwhile, over at the Amy Van Andel Library and Community Center, in-person programming for kids is up and running. It is wonderful to be able to once again experience the joy and energy of the Library’s littlest patrons. As Branch Librarian Liz Wierenga remarks, it is one of the things she has missed the most. Branch Librarian Penni Zurgable is also working on scheduling music for Ada’s courtyard programming. Dr. Amanda Smith of Ada Conservatory of Music is just one of the talented musicians who are featured in this popular series. The acoustics of Ada’s prominent courtyard has been engineered to perfectly balance the sweet resonance of violin, which is especially striking against the quiet backdrop of the library. Patrons may come specifically to listen to the music or simply enjoy it as part of their general library experience. Lastly, Ada staff are also anticipating the start of the “In Your Neighborhood” community pop-up, which will debut in November. The monthly series will invite an Ada business or resident to host one or two interactive events as part of a special feature. The ability and opportunity to work with Ada businesses and residents in this way has proved exciting and rewarding for all involved.

## GAINES + KENTWOOD

Youth staff at the Gaines Township and Kentwood branches are thrilled to at last be hosting storytimes back in-person. Attendance at the Kentwood branch for each of the four weekly storytimes is almost back to pre-pandemic numbers, with attendance ranging anywhere from 25 to 45 people each week. Outreach opportunities have again resumed with the Gaines Township Heritage Festival on October 9, followed by Trunk or Treat at the Kentwood Public Works Building on October 23. Staff at both the Gaines Township and Kentwood branches are energized by the return to positive and rewarding in-person interactions with the community.

## KELLOGGSVILLE + WYOMING

At Wyoming, Branch Librarian Adrianna Triche has been developing a Sherlock Holmes Virtual Escape Room, which has received a lot of positive feedback from staff during test runs. It will be exciting to see how the program pans out with the public! But that's not all—Full of creative energy and inspiration, Adrianna will also be leading a "Pop and Paint" program for adults in the fall. Adrianna has been having a blast experimenting with new programming at Wyoming and hopes that patrons will have a blast as well. Additionally, Branch Librarian Adam Marth is excited for KDL Vibes to go live at the end of November. KDL has received 124 applicants to the service, which is well past the project team's original goal. Lastly, Branch Librarian Abby Black is excited to begin in-branch storytimes once again, as well as Mom and Baby Support group sessions. She is particularly excited for the week of Halloween because she loves to see all the little kids show up for storytime in costume. She, along with many other librarians, will be wearing one herself, so be sure to dress up and stop by!

At the Kelloggsville branch, Teen Zone attendance continues to grow by leaps and bounds. Branch Librarian Clare O'Tsuji has been very happy to welcome the return of student/classroom visitors to the library. There have been so many, in fact, that books have been all but flying off the shelves! Both Clare and Regional Manager Anjie Gleisner are excited to soon begin working with Kelloggsville's very first crew of KDL Teen Interns. Interviews have been conducted and four Kelloggsville students will soon be selected to intern with the Kelloggsville Library through the late fall and winter school year.

## KRAUSE, NELSON + SPENCER

This fall, the Krause Memorial, Nelson Township, and Spencer Township branches have all had the opportunity to participate in some exciting community events. On October 2, the Nelson and Spencer Township branches both had a booth at the Cedar Springs Red Flannel Festival, while Krause Memorial had a booth at the Rockford Community Expo. Both events served as an opportunity to connect with patrons and community members and to raise awareness of services and opportunities available to all KDL cardholders.

In late October, all three branches will participate in community Trunk or Treat events. All three Friends of the Library groups will also host fall book sales. Krause Memorial's fall sale was held on September 25 and saw especially lucrative sales. Meanwhile, Spencer's Friends group book sale will be held on October 16 and 17 and the Nelson's Friends group book sale will be on October 21 through 23.



## FEATURED DEPARTMENTS

# FUND DEVELOPMENT



Who We Are:

Christine Mwangi, Director of Fund Development

Fun Fact: When I was growing up, my parents made me stay home (no summer trips, hanging out with friends or camping) the summer between 6th and 7th grade to perfect cursive writing.

### Accomplishments

- From Oct. 2020 – Oct. 2021, KDL raised \$107,225.41 through fundraising efforts from the 2020 Winter Appeal, 2021 Spring Appeal and 2021 Literary Libations Gala.
- The 2021 Literary Libations Gala was a huge success and raised \$67,944.34 (as of September 29, 2021)!
  - The amount raised per ticket sold increased by 4.8% since last year's event.
  - More individual ticket buyers.
  - More first-time donors at the event (19).
- Christine joined the Rotary Club of Grand Rapids in June 2021 to increase KDL's visibility in the business community and to cultivate new relationships.

### Our Focuses

- Consistent and dynamic connection, including letters, emails, phone calls and in-person conversations with donors. We want to thank them for their gift and share with them the positive impact that it had.
- Serving as KDL's staff representative to the Alliance of Friends to keep informed of the various Friends Groups' activities, strengthen relationships and share system-wide fundraising priorities.
- Growing the endowment fund which currently has a balance of \$365,618.99 (as of June 2021's statement)
- We plan to execute the annual Volunteer Appreciation Luncheon to honor the work of the Friends of the Library Groups and thank them for their volunteerism and fundraising.

### Changes/Updates

Since the last Fund Development update in October 2019, our department has started to restructure the way philanthropy is approached both internally and externally at KDL. While relationship cultivation and stewardship remain integral to the long-term growth and success of fund development, there are subtle differences in how the Fund Development department hopes to define and invite others to participate in the strategic plan to advance KDL's culture of philanthropy.

To succeed in a healthy promotion of philanthropy, the following four core components will be explored:

1. **Shared responsibility for development** – To promote a collaborative culture, staff members, directors and volunteers will all be invited into the excitement of fund development in a way that fits their role and capacity.
2. **Integration** and alignment with the mission of KDL – We ensure that each fund development objective promotes the success of at least one pillar of the 2021-2023 Strategic Plan.
3. **A focus on fundraising as a tool for engagement** – We understand that fund development is not separate from engagement. As people continue to connect with KDL via multiple channels (e.g., social media, volunteering, blogs, programming and outreach) and in multiple roles (e.g., as donors, volunteers, board members, patrons), our goal is to have personal, friendly and transparent interactions with all.
4. **Stronger donor relationships** – Whether it's a private donor or a foundation, we hope to honor people as authentic partners in the good work we do at KDL, while establishing a system that builds strong relationships and supports the connection.

## FEATURED DEPARTMENTS

# VOLUNTEER PROGRAM



### Who We Are:

Corey Archambault joined the KDL family as the Volunteer Coordinator in January 2021. She brings with her 8 years of experience coordinating volunteerism strategy for local government and nonprofit agencies. This past year, Corey became a member of the Volunteer Management Association of West Michigan, earned a Diversity, Equity and Inclusion in the Workplace Certificate from the University of South Florida Muma College Of Business and attended a conference hosted by Points of Light. Corey is a member of KDL's Equity, Diversity and Inclusion Workgroup.

### Accomplishments

At the start of 2021, volunteers served KDL in a remote capacity. Two major successes are:

- KDL Seed Library, which activated 32 volunteers to contribute 88 hours of service. As a result, 6,778 seed packets were delivered across Kent County to beautify yards and provide fresh fruits and vegetables. The in-kind value of the volunteer service was \$2,393.60.
- As part of the Ruff Readers program, 9 volunteers provided 34 hours of service as Zoom Breakout Room Monitors. As a result, parents had peace of mind that their children were provided a safe and welcoming virtual environment while improving their literacy skills with the aid of therapy dogs. The in-kind value of the volunteer service was \$970.36.

In 2021, we also experienced the return of in-person volunteers and were able to resume key volunteer partnerships. Two major successes are:

- 11 National Honors Society students provided 46 hours of service to the Kentwood Library. As a result of their service, the Library was maintained as a welcoming environment for patrons and the students learned the value of volunteering and giving back to their community. The in-kind value of the volunteer service was \$1,251.20.
- Beyond26 connected a disabled volunteer with the Walker Library to provide weekly support, contributing 30 hours to date. As a result of this service, KDL is able to provide a welcoming, understanding, and accessible environment while the volunteer builds transferable job skills that will set her up for future success. The in-kind value of this service is currently \$834.76.
- Some of our strongest volunteers are our Friends of the Library members who coordinate fundraising activities, represent KDL at community events, and advocate for library support in their communities. This year's successes include:
- The Alliance of Friends has met every other month to provide learning and networking opportunities for Friends of the KDL Libraries. This included technical support for the Friends of the Amy Van Andel Library, which launched in spring 2021.
- To date, 23 book sale events have been coordinated at 11 KDL branches. Not only does this encourage patrons to visit the library, but funds raised directly benefit KDL programming and may also be used to create welcoming spaces for library-goers.
- Friends of Cascade, Kentwood and Plainfield libraries donated \$4,200 towards the seventh annual Literary Libations gala, benefiting youth poetry programming. An additional \$1,200 was donated by the Steve and Amy Van Andel Foundation to sponsor-members of the Friends of the Amy Van Andel Library to attend the event.

### Upcoming Plans

- December 2021-January 2022: Volunteer opportunities supporting 2022 Write Michigan Short Story Contest
- January 2022: In collaboration with Human Resources and the Equity, Diversity and Inclusion Workgroup, an MLK Day of Service will be held for KDL staff to give back to their communities
- April 2022: Alliance of Friends Linking Event will provide a day of workshops to build the capacity of Friends of the Library
- 2022: A Memorandum of Understanding will be developed to specify roles and responsibilities of Friends of the Library and their affiliated KDL branches in order to create a system-wide strategy and improve the sustainability of Branch-Friends relationships
- Strategic plans to assess volunteer data collection processes and volunteer management software.



## PROGRAMMING + OUTREACH



### BOOKMOBILE

This fall, the Bookmobile is on the road to gauge interest from community partners and provide library service options, including personalized picks.

#### Where the Bookmobile has been:

- Ideal Park, Camelot Woods, Beverly Reformed Church, Kentwood Reformed Church, Calvary Reformed Church, Gladiola, Bethany Bridgeway, MedLodge, Godfrey Lee Early Childhood Center and Elementary, and Southwood Elementary to deliver Kaleidoscope, PerkPass, Food Market brochures, Reading books, setting up ebooks Apps, and registering members of the community with KDL Library cards. The Bookmobile collaborated with Community Events and Branches for Gaines Bookmobile at Southwood Elementary, Alto Car Show & Harvest Festival, Mexican Heritage Festival, Tree Tops Collective Mentoring Day and Art Prize & Bridge Street Market Customer Appreciation day where Library information was distributed, Library Cards were obtained and lots of fun was had.

### FALL PROGRAMS

- Core programming has returned to KDL for the fall, featuring storytimes, books clubs, programs for teens and more. KDL hosted over 300 in-person programs in September for 6,200 patrons.
- Beyond the Binary was hosted by the Grand Rapids Pride Center at two branches in September with a total of 25 attendees. The presenter answered questions about personal pronouns, what it means to be transgender and non-binary, inclusiveness and more. The program will also be hosted at the Grandville Branch on November 4 at 6:30 PM.
- Courtyard Concerts debuted at the Amy Van Andel Library, featuring musical performances for patrons.
- A selection of streaming programs continued this fall. The Michigan Notable Book interviews feature Michigan authors interviewed by the Library of Michigan. The Author Chats are streamed on Facebook and YouTube Thursday evenings at 7:00 PM.

### KDL FREE LIBRARY

For the month of September, efforts were centered on staffing the project through volunteers and community liaisons. KDL continues to partner with Experience GR, sending approximately 60 books to the Gerald Ford Airport 3 times a week. Other partnerships include Reflexions Salon, Bethany Christian Services – Bridgeway, Puertas Abiertas and The Rapid.

### PUERTAS ABRIETAS

As of September, 36 computers were delivered and the introductory session of the tech tutoring has begun. KDL has met with Cook's Art Center and GROW Business Solutions to explore the possibility of using their locations and resources for this group.

### VIRTUAL OUTREACH AND WIMEE'S WORD

In September, virtual outreach has reached 4,272 live views, with 10 partner organizations, 3 families with kids and 6 performers that visited with Wimee's Words. KDL had the amazing opportunity to be added to PBS's page in New York and Los Angeles and hosted an NBA HOOPS game competition. Wimee's Words is now aired in PBS New Yo and PBS Los Angeles and conversations are advancing to add GVSU as a primary local broadcaster instead of Detroit Public Television.



### WINTER PROGRAM

Programs are being planned and created for KDL patrons for this winter season. Winter will feature the return of KDaLe, including brewery tours, the homebrew contest and more. Programs for families that will return in-person include Happy Noon Year and Heart to Heart, as well as many crafting programs for all ages.



## KATIE KUDOS



### ALICIA MAXWELL

#### KRAUSE (ROCKFORD) MEMORIAL HELPFUL

was nominated by Connie Wheat because...

Alicia stayed with me on a Saturday to wait for one of our subs (working that day) to be picked up for her ride home. Alicia is always so willing to help others!!

and by Olivia Yeadon because ...

Alicia is truly one of the greatest people I know. She constantly goes above and beyond to help everyone here at the branch -- from shelving to cleaning to helping with paging. She does it all!!

### BETHANY METIVIER

#### NELSON | SAND LAKE TOWNSHIP AUTHENTIC

was nominated by Hannah Lewis because...

Bethany does a stellar job running both of our Discord Gaming and Discord DND programs. She does a great job running our campaigns and helping create a comforting and welcoming online community for our teen audience.

### MARIELY VELAZQUEZ

#### GAINES TOWNSHIP INCLUSIVE

was nominated by Steven Schend because...

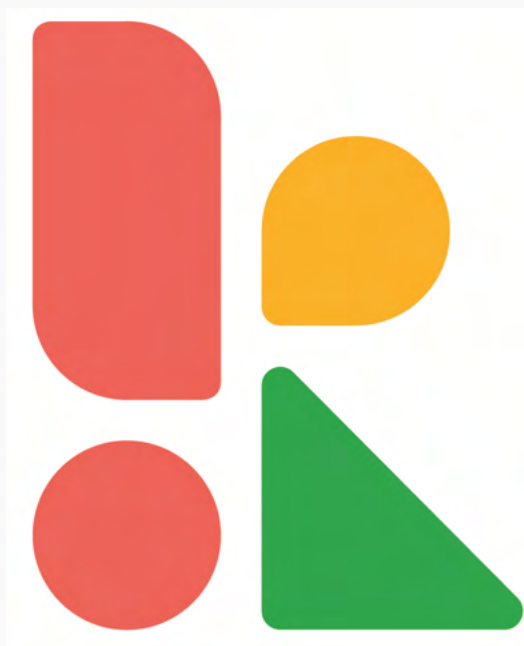
Mariely helped a patron yesterday with some printing issues at the Gaines Township front desk. Then, she simply listened as the patron needed someone to hear her tribulations regarding family burial plots, genealogy, and so forth. While I tried to find a place to help Mariely move to back-off the front desk, the patron never paused a moment to allow any interruption of her story for about ten minutes. Mariely was a champ with both her patience and compassion for someone who obviously just needed someone to listen for a few moments.



## UPCOMING MEETINGS

KDL Board Meeting  
*includes Budget Hearing*  
**THURSDAY, NOVEMBER 18, 2021**  
**7:00 PM**  
**KDL SERVICE & MEETING**  
**CENTER**

KDL Board Meeting  
*includes*  
 Executive Director's Evaluation  
**THURSDAY, DECEMBER 16, 2021**  
**4:30 PM**  
**KDL SERVICE & MEETING**  
**CENTER**



## DATES OF INTEREST

### OTHER MEETINGS

KDL Pension Meeting  
 November 17, 2021  
 1:00 PM  
 KDL Service & Meeting Center

PLA 2022 Conference  
 March 23-25, 2022  
 Portland, OR

ALA Annual Conference  
 June 23-28, 2022  
 Washington, DC







# MONTHLY PROJECT REPORT

## SEPTEMBER 2021

- 2** New projects approved
- 14** Projects in approval queue
- 6** Declined



<span style="color: green;">●</span> In progress	7
<span style="color: red;">●</span> Late	4
<span style="color: green;">✓</span> Completed	27

● On track ● At risk—budget, scope, timeline ● Paused/cancelled—being redefined or stopped

## MS Bookings Post-Pilot



**Project Lead:** Elvia Myers  
**Status:** On track

**Approval Date:** 09.15.21  
**Due Date:** 11.19.21

The new MS Bookings platform will allow patrons to create and manage their own reservation at any branch around the clock from their own personal device. After a successful pilot at the Ada, Cascade and Gaines Township branches, this post-pilot project will now address how to train and integrate the MS Bookings software at all of the KDL branches that have rooms available for reservation. As of this report, the project team has already met and created a timeline for organizational deployment and Branch Librarian Penni Zurgable, Network System Specialist Graham Lawcock and Webmaster Remington Steed have collaborated on soft launching at branches on a bi-weekly basis. Additional deliverables from this project include: updating existing materials and procedures to reflect the most current version of the software (the platform has gone through a more user-friendly facelift since the pilot); assigning a "branch champion" at each library location to oversee training and implementation of the new software at the branch; updating kdl dot org with the full list of available private rooms at each branch; and a full marketing campaign to spread the word about this new offering.

NEW!

## Systemwide Wonderknook Refresh



**Project Lead:** Missy Lancaster  
**Status:** On track

**Approval Date:** 09.23.21  
**Due Date:** 11.30.22

In August 2020, KDL began a four branch pilot of a new Wonderknook concept at the Amy Van Andel, Alto, Byron Township and Grandville branches. The pilot proved extremely beneficial in that it provided more insight into KDL's exact playspace needs, ultimately resulting in the decision to pursue a different vendor, one with quality workmanship and a longer warranty. KDL Board of Trustees approved working with TMC for the full play space project in September. As part of a successful execution of this project, spaces will: be accessible and safe for children aged 0 to 6; spark imagination and promote curiosity and wonder; include at least three structures per branch (one for loose parts play, one for imaginative play and one multi-functional piece reflective of community interests and values); offer both a cohesive and easily distinguishable KDL-branded experience while also highlighting the uniqueness of each branch, with one custom furniture piece at each location; as well as other deliverables. The project will start with a showroom at Grandville, and TMC will create space plans and designs for all 20 branches before year end.

NEW!

## Circulation Moonshot: Displays + Merchandising



**Project Lead:** Alantha Mansberger  
**Status:** On track

**Approval Date:** 06.30.21  
**Due Date:** 06.01.22

The project team, in conjunction with the Circulation Advisory Group, continues to roll out the new displays and merchandising across the KDL system. The most recent branches to be given recommendations are Comstock Park, Alpine, Rockford and Alto. Next on the list are Tyrone Township and Kentwood. Each branch is making great progress in making their collections more browsable and accessible to our patrons!

## Circulation Moonshot: Weeding Standards



**Project Lead:** Liz Guarino  
**Status:** On track

**Approval Date:** 06.30.21  
**Due Date:** 05.31.22

As the project team finishes up revisions on the new policies and procedures, the next move is to plan for their execution and training across all branches in the KDL system. As the team moves forward, they do so mindfully with the intention to introduce lasting processes that make real change. In particular, they want to be sensitive to existing stigma surrounding book weeding standards, both within KDL culture and in the community, as well as careful not to overweed the collection in general.

## EDI Collection Audit / Tagging



**Project Lead:** Samantha Hodge  
**Status:** On track

**Approval Date:** 03.24.21  
**Due Date:** 12.31.21

With the audit portion of this project now complete and over 700 category tags identified, Systems Librarian Analyst Rochelle Ball is now officially uploading them for integration into the KDL catalog for all adult fiction titles. This process is expected to take until the end of October.

## Endowment Fund Management



**Project Lead:** Christine Mwangi  
**Status:** At risk - Timeline

**Approval Date:** 05.05.21  
**Due Date:** *new due date of 12.31.21*

While the project team has succeeded in establishing and communicating an annual fundraising goal as part of the Library's Key Performance Indicators set for 2022, there are a few goals and deliverables yet in the works. These include creating a case of support for defining what and how projects will use endowment fund donations and developing a business plan involving those funds. These last few tasks are contingent upon a recommendation from Kennari Consulting and the hiring of a Finance Manager, respectively. Unfortunately, the timelines of both these items bring this project in past the deadline, but the team is hopeful that things will be moving again soon.

## Laptop Switchover from ThinClients



**Project Lead:** Kurt Stevens  
**Status:** Complete

**Approval Date:** 10.01.20  
**Due Date:** 10.31.21

With the last shipment of laptops having arrived in September, this project finished up by issuing new laptops to the Collection Services team just in time for them to move back into their newly remodeled and furnished workspace. Special thanks to Cataloging Specialist Brad Allen and Lead Collection Services Assistant Rachel Cruzan for testing all Collection Services applications for quality assurance.

## MUSICat / KDL Vibes



**Project Lead:** David Specht  
**Status:** At Risk - Timeline

**Approval Date:** 03.31.21  
**Due Date:** *new due date of 11.30.21*

This project first kicked off with a goal to receive at least 100 entries for the first open round of submission, set in anticipation of launching the new service with a robust and diverse catalogue of musicians highlighting the awe-inspiring talent of West Michigan. Thanks to the team's tireless marketing efforts, this project was able to deliver just that, with over 130 submissions received altogether. Submissions are now being reviewed by a team of jurors, who will listen to the sample tracks and decide which albums to include in the final catalogue. The ultimate goal is to have 50 albums in the collection for launch, to which more can be added through biannual open submission rounds. After selections have been made, KDL Vibes will officially launch to the public later this fall.

## New Printers and Print Management Service



**Project Lead:** Kurt Stevens  
**Status:** At Risk - Timeline

**Approval Date:** 03.24.21  
**Due Date:** *new date of 10.20.2021*

The Deployment phase of the print fleet update is now complete with the replacement/addition of approximately 30 new Xerox printers across the system for both patron and staff scenarios. Print driver changes have caused some hiccups, but resolutions are ongoing and the user experience is rapidly improving. A new printer server has also been set up at the Service Center in order to support local patron printing. Early indications are that this has improved speeds significantly. IT will continue to monitor issues and feedback over the next month, after which this project will be officially wrapped up.

## PolicyTech Update



**Project Lead:** Elvia Myers  
**Status:** Complete

**Approval Date:** 06.09.21  
**Due Date:** 9.10.21

In September, the project team finished revising and sorting all existing policies and procedures into new, more organized and more intuitive subject headings on the existing PolicyTech software. The team hopes this will provide a more accessible PolicyTech experience for KDL employees going forward. With changes newly in place, this project is considered complete.

## Patron Point Recommends



**Project Lead:** David Specht  
**Status:** Complete

**Approval Date:** 05.26.21  
**Due Date:** 9.30.21

Patron Point Recommends, known more specifically as "Book Recommendations by Email" to patrons and staff, is now live and doing well. Without any major promotion to the public, it already has over 100 more subscribers than LibraryAware, KDL's previous book recommendations service. The option to sign up for "Book Recommendations by Email" is now featured as part of KDL's welcome emails (a seven-email series that automatically goes out to all new cardholders) and will be promoted in the KDL monthly eNewsletter beginning in October, as well as in future Kaleidoscope editions and social media.

## Rehmann - Finance Department Audit



**Project Lead:** Kim Lindsay  
**Status:** At Risk - Timeline

**Approval Date:** 11.02.20  
**Due Date:** *new due date 8.31.21*

This project was put on hold over the last month as the budget consumed all available time. With the hire of the Finance Manager, transition of many of the day-to-day tasks will be transitioned away from Rehmann and the remainder of the punch list items for this project will then be addressed and completed.

## Sub Scheduling Software



**Project Lead:** Trish Reid

**Status:** Complete

**Approval Date:** 07.21.21

**Due Date:** 09.13.21

As of September, Regional Managers have fully integrated the new sub request form into their routine and are exclusively using it to request and accept sub shifts at the branches. The Microsoft form, which was designed by KDL's own Network Systems Specialist Graham Lawcock, has been positively received by users, especially when it comes to its efficiency and clarity. Subs and managers no longer have to deal with excessive correspondence in their email boxes and it is much easier to search for open shifts and claim them. A new project proposal may be in the works for a version 2.0, which could include even more features and efficiency, but for now this project is considered complete.

## Streaming Sensory Storytimes



**Project Lead:** Shelley Roossien

**Status:** On track

**Approval Date:** 08.18.21

**Due Date:** 01.15.22

With the project officially underway, the project team plans to meet with Youth Services Librarian Jennifer Taggart of Bloomfield Township Library for a Q + A on how to make a virtual storytime "sensory-friendly" and to establish best practices. A peer library to KDL, Bloomfield Township Library successfully launched its own sensory storytime series in early 2018. Notably, Jennifer Taggart was also honored in 2016 by Library Journal for her efforts in library accessibility and special needs. The team also continues to iron out concerns with copyright and content.





# BUILDING PROJECTS



## Grandville



**Project Lead:** Josh Bernstein  
**Status:** Complete

**Approval Date:** 2020  
**Due Date:** 10.09.21 (estimate)

Grandville celebrated its grand re-opening post-renovation with a ribbon cutting ceremony on the morning of October 8. All-in-all the event was a great success, with a sizable turnout even in the midst of the torrential downpour. On the evening of October 7, the Library hosted a celebratory preview of the new space in honor of the numerous donors who made it all possible. Speeches were made, refreshments were served and at least a dozen literary icons (volunteers dressed as characters) made an appearance and handed out door-prize copies of the books in which they appear to a few lucky guests. Everyone had a rousing good time. The Library's re-opening also coincided with the city of Grandville's Fall Festival, featuring a pumpkin walk, live music, food vendors and more. Patrons and community members were invited to tour the building throughout the weekend as part of the general festivities. Many came inside to take a look at the new playspace, check out the beautiful new fireplace or participate in the provided craft. From Friday through Sunday the branch easily welcomed at least 3,000 guests through its doors! All said and done, the opening celebrations were a good time for all and a great way to re-enforce the Grandville Library and Community Center as a place for gathering and learning within the community.





## Service + Meeting Center



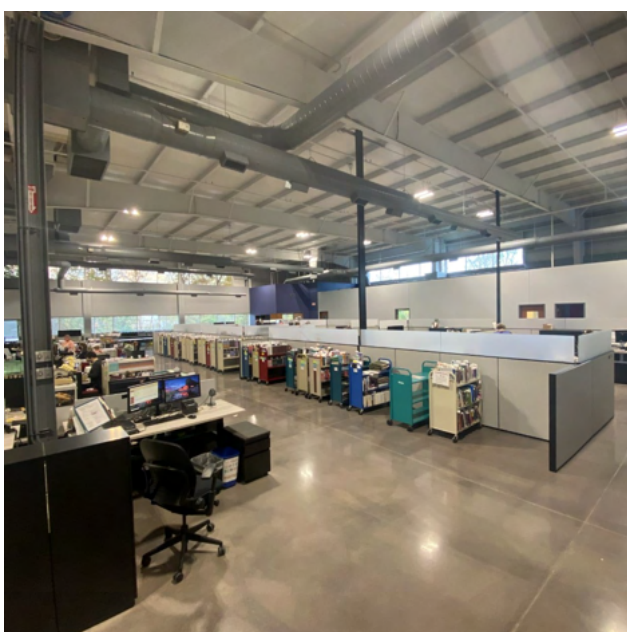
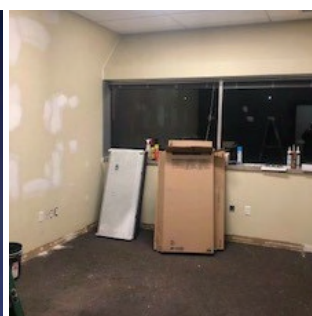
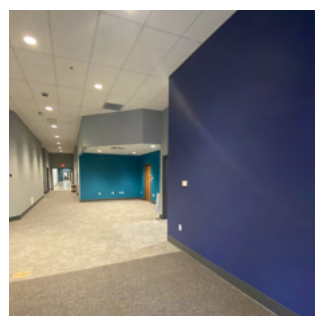
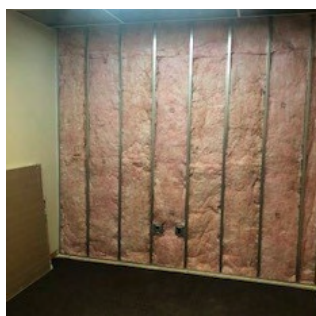
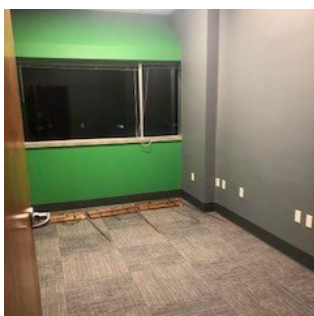
**Project Lead:** Missy Lancaster

**Status:** On track

**Approval Date:** 2020

**Due Date:** 12.17.21 (estimate)

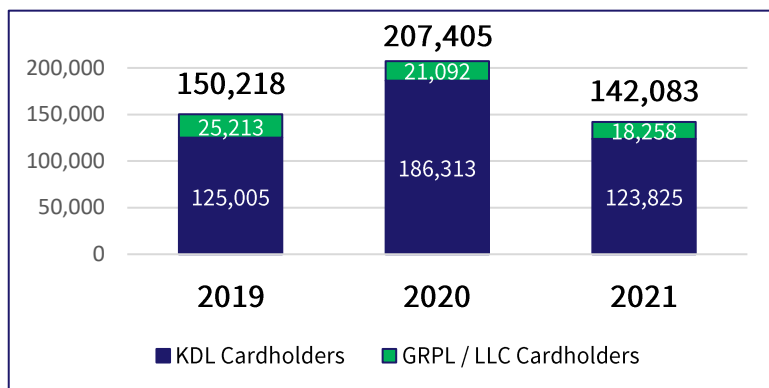
This project is steadily moving on toward completion. The big open area where Collection Services, Collection Development and Admin are housed is now finished except for a few backordered furniture items. By far the most striking difference for this area of the building has been the removal of a few panel walls, which will now allow more natural light to flow through the space, as well as free up walkways and remove other obstacles. The main lobby also has completely new carpeting and paint color, though furniture installation likely will not happen for a few more months as manufacturers experience delays. Facilities Coordinator Missy Lancaster, along with MarCom, are working with a local artist to create a focal wall with an eye-catching feature of the KDL logo for the grand entrance. This will be on digitally printed wallpaper that can be easily removed at a minimal cost in the future, should the need to do so ever arise. Perhaps the biggest change for this part of the building is that the old front desk is now a private office, which can be reserved by any staff members for training, meetings, phone calls and more. The new front desk will be housed more toward the center of the space, where Admin will be able to more easily greet and help guests. Nearby offices are still being worked on and are receiving extra sound proofing in consideration of the bathrooms right next door. Basic maintenance for the Finance Department is set to begin on October 25.





## SEPTEMBER 2021 STATISTICAL SUMMARY

### Active Patrons:



### 2,813 Accounts Added in September:

- 2,551 New KDL Cardholders
- 194 New GRPL Cardholders
- 68 New LLC Cardholders

*Note: In 2020, Library Card Challenge accounts were added to the KDL cardholder total when that program ended, and formerly expired accounts were reactivated through summer 2021 to more easily access digital resources. These accounts have now expired again.*

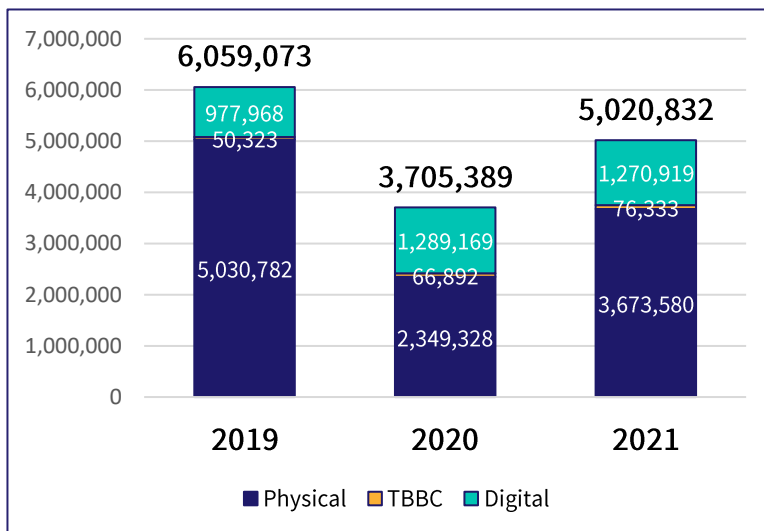
*Note: Branches were closed March 13 – August 4, 2020 and November 16, 2020 – January 18, 2021 due to COVID-19. Curbside service began June 15, 2020. Limited in-branch hours were offered August 5 – September 20, 2020.*

### Comparing to Previous Timeframes:

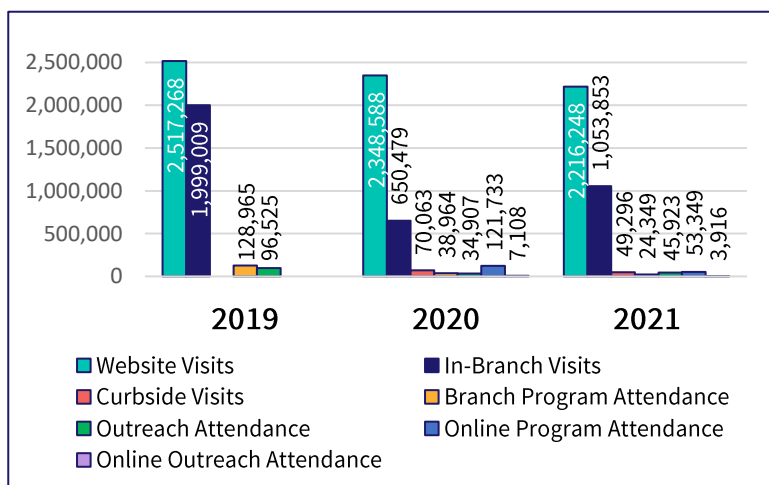
- **Physical Checkouts:** Down 9% from last month; Up 13% from 2020; Down 21% from 2019
- **Digital Checkouts:** Down 4% from last month; Up 1% from 2020; Up 23% from 2019
- **Visitor Count:** Down 8% from last month; Up 39% from 2020; Down 32% from 2019
- **Program Attendees:** Up 6% from last month; Down 4% from 2020; Down 21% from 2019

*(See following page for more details)*

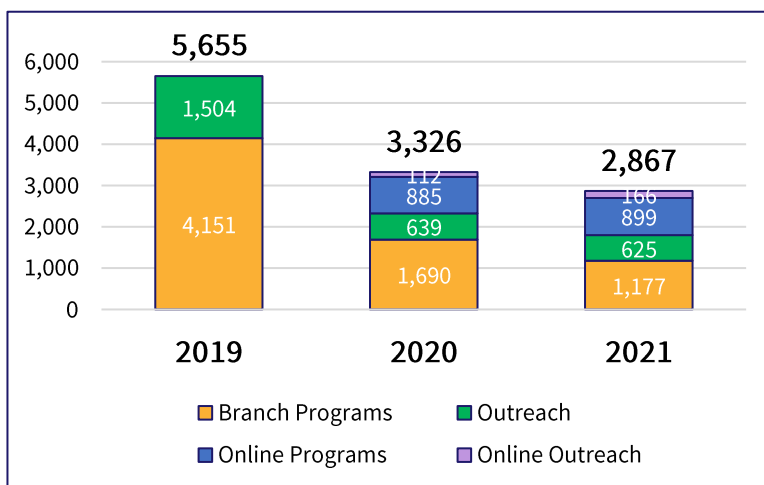
### Circulation YTD:



### People Served YTD:



### Number of Events YTD:



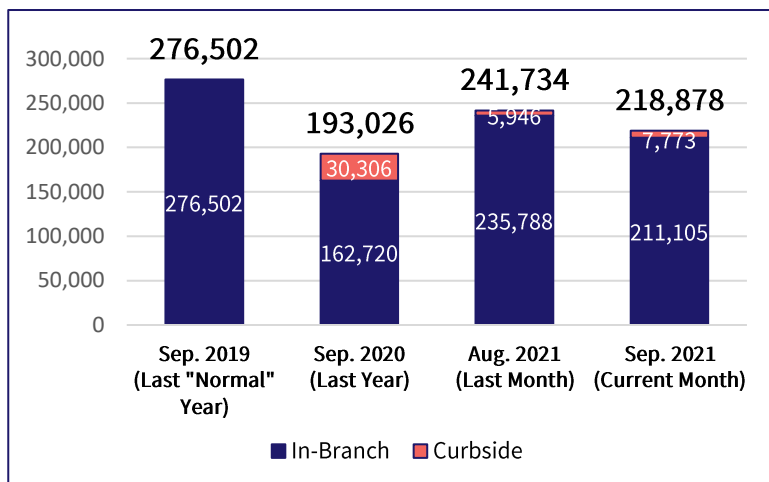




## SEPTEMBER 2021 STATISTICS IN-DEPTH

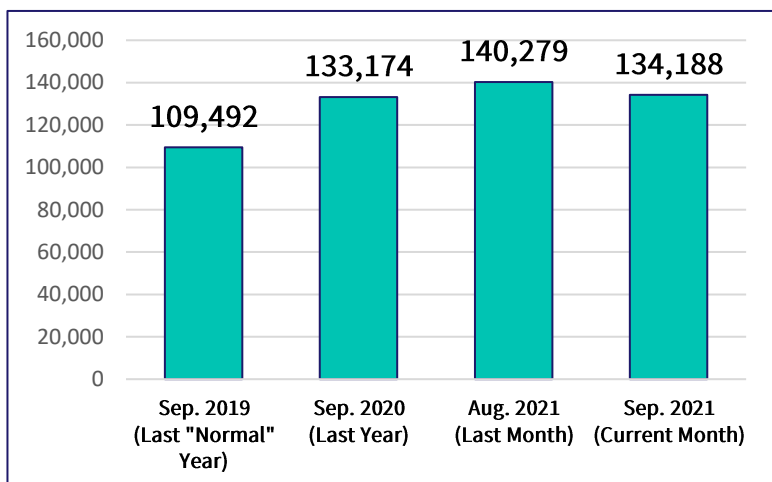
Branches are now back to normal services. How have our basic statistics changed month-to-month and when compared to 2020 (when branches resumed normal hours midway through the month), and compared to the last "normal" year of 2019?

### Physical Items Checked Out:



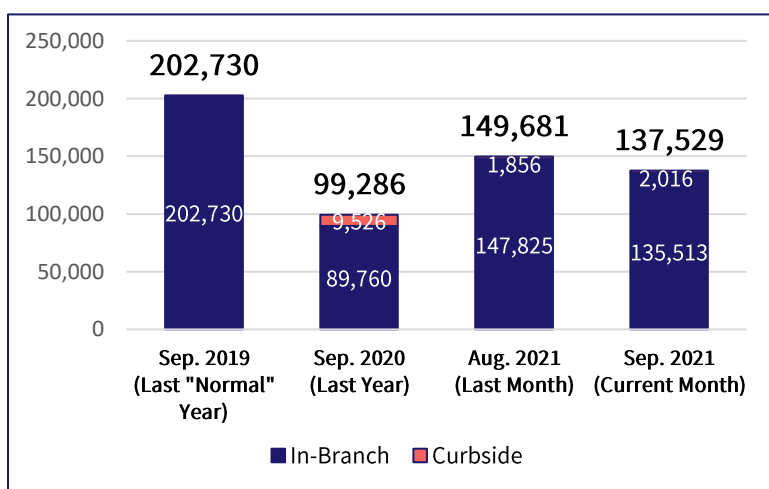
9% fewer total items were checked out compared to last month, and 21% fewer compared to the same month in 2019. Curbside use accounted for 4% of checkouts in September.

### Digital Items Checked Out:



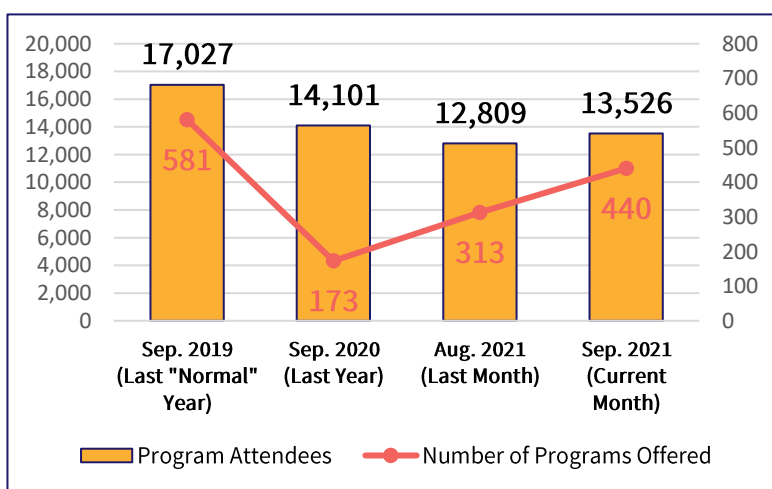
Digital checkouts are down 4% from last month, up 1% from the same month in 2020, and up 23% compared to the same month in 2019.

### Visitor Count:



Including both in-branch and curbside visits, total visitors decreased 8% compared to last month, and are down 32% compared to the same month in 2019. Curbside users accounted for 1% of visitors in September.

### Programs:



As the Fall programming season kicked off, KDL offered 41% more programs than last month, and had 6% higher attendance. Attendance is down 21% when compared to the same month in 2019.





## MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

### KDL CORE Titles (All copies):

#### Title Checkouts

1. *Where the Crawdads Sing* by Delia Owens 83
2. *The Guest List* by Lucy Foley 73
3. *This Tender Land* by William Kent Krueger 55
4. *All the Light We Cannot See* by Anthony Doerr 48
5. *The Silent Patient* by Alex Michaelides 46

### KDL CORE Titles (Stickered copies):

#### Title Checkouts

1. *This Tender Land* by William Kent Krueger 29
2. *Open Season* by C. J. Box 25
3. *Still Life* by Louise Penny 24
4. *Where the Crawdads Sing* by Delia Owens 23
5. *The Nightingale* by Kristin Hannah 22

### All Physical Items (Most Checkouts):

#### Title Checkouts

1. *The Four Winds* by Kristin Hannah 190
2. *Apples Never Fall* by Liane Moriarty 153
3. *A Slow Fire Burning* by Paula Hawkins 151
4. *Sooley* by John Grisham 144
5. *The Last Thing He Told Me* by Laura Dave 137

### All Physical Items (Most Holds):

#### Title Holds

1. *Apples Never Fall* by Liane Moriarty 206
2. *The Last Thing He Told Me* by Laura Dave 198
3. *The Paper Palace* by Miranda Cowley Heller 149
4. KDL WiFi Mobile Hotspot 135
5. *Malibu Rising* by Taylor Jenkins Reid 127

### OverDrive Items (Most Checkouts):

#### Title Checkouts

1. *The Midnight Library* by Matt Haig (audio) 168
2. *The Four Winds* by Kristin Hannah 137
3. *The Guest List* by Lucy Foley (audio) 128
4. *Atomic Habits* by James Clear (audio) 126
5. *The Quiet Girl* by S. F. Kosa 114

### OverDrive Items (Most Holds):

#### Title Holds

1. *The Last Thing He Told Me* by Laura Dave 592
2. *The Four Winds* by Kristin Hannah 400
3. *Malibu Rising* by Taylor Jenkins Reid 341
4. *Apples Never Fall* by Liane Moriarty 328
5. *The Last Thing He Told Me* by Laura Dave (audio) 324



## STAFF CHANGES & ANNIVERSARIES

### October 2021

NEW HIRES	POSITION	EFFECTIVE
Lucy Angers	Assistant Branch Librarian Sub	September 30
Madison Scheuneman	Assistant Branch Librarian Sub	September 30
Katie Baker	Shelver – Walker	October 5
Kent Byerly	Assistant Branch Librarian Sub	October 18
Mary Deboode	Assistant Branch Librarian Sub	October 18
Kelsey Little	Assistant Branch Librarian Sub	October 18

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Immanuel Deliyannides	Assistant Branch Librarian Sub	Assistant Branch Librarian – Krause Memorial	September 27
Christopher Brennan	Assistant Branch Librarian – East Grand Rapids/Ada	Assistant Branch Librarian Sub	September 29
Emma Hendrian	Assistant Branch Librarian Sub	Assistant Branch Librarian – Caledonia	October 4
Hannah Lewis	Branch Librarian – Wyoming	Outreach Specialist – Community Engagement	October 11
Benjamin Siebert	Assistant Branch Librarian Sub	Assistant Branch Librarian – East Grand Rapids	October 11
Kelsea Wierenga	Assistant Branch Librarian Sub	Assistant Branch Librarian – East Grand Rapids	October 18

DEPARTURES	POSITION	EFFECTIVE
Sheri LaPorte	Assistant Branch Librarian – Kentwood	September 21
Jake Wunderink	Assistant Branch Librarian – Plainfield	September 30
Nicole Rapacki	Assistant Branch Librarian – East Grand Rapids	October 8
Emily Assenmacher	Assistant Branch Librarian – Krause Memorial	October 8
Elisabeth Post	Shelver – Kentwood	October 14
Jake Ryan	Branch Librarian – Kentwood	October 15

OPEN POSITIONS	TYPE
Assistant Branch Librarian – Krause Memorial	Part-time
Administrative Assistant – Information Technology	Full-time
Administrative Assistant – Fund Development	Full-time
Director of Library Operations – Service Center	Full-time
Collection Development Librarian – Service Center	Full-time
Branch Librarian – Nelson Township / Sand Lake	Part-time
Assistant Branch Librarian – Kentwood	Part-time
Assistant Branch Librarian – Englehardt	Part-time
Assistant Branch Librarian – Amy Van Andel	Part-time
Shelver – Wyoming (2 positions)	Part-time
Finance Manager – Service Center	Full-time
Assistant Branch Librarian – Plainfield	Part-time
Assistant Branch Librarian – East Grand Rapids/Amy Van Andel	Part-time
Assistant Branch Librarian – East Grand Rapids	Part-time
Branch Librarian – Wyoming	Part-time
Shelver – Alpine / Tyrone Township	Part-time

EMPLOYEE ANNIVERSARIES (NOVEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Diane Cutler	Programming	31 years
Linda Byington	Byron Township	27 years
Anne Schroeder	Krause Memorial	24 years
David Shaw	Plainfield	19 years
Brian Mortimore	Human Resources	19 years
Judy Pawloski	Collection Services	17 years
Shaunna Martz	East Grand Rapids/Amy Van Andel	16 years
Zurina Zainal Ariffin	Cascadde	14 years
Jennifer Wheaton	Building Maintenance	13 years
Kaitlin Dekruyter	East Grand Rapids	11 years
Anjie Gleisner	Wyoming/Kelloggsville	11 years
Terri Goff	Collection Services	11 years

EMPLOYEE ANNIVERSARIES (NOVEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Laura Nawrot	Plainfield	8 years
Amanda Johnston	Patron Services	7 years
Jill Anderson	Wyoming	6 years
Krista Beach	Sub Pool	6 years
Jessica Nelson	Human Resources	6 years
Chelsea Graham	Collection Services	5 years
Grahm Lawcock	Information Technology	5 years
Clare O'Tsjuji	Kelloggsville	5 years
Shelby Toren	Caledonia	4 years
Chloe Schmidt	Cascade	3 years
Katie Blakeslee	Project Management Office	2 years
Jill Iams	Plainfield	2 years
Dan Nguyen	Kelloggsville	2 years
Gwen Genzink	Cascade	1 year
Barb Malburg	Sub Pool	1 year
Hannah Moulds	East Grand Rapids	1 year
Kaleigh Ritchie	Sub Pool	1 year



## BOARD OF TRUSTEES ATTENDANCE - 2021

	SHIRLEY BRURSEMA	ANDREW ERLEWEIN	SHERI GILREATH- WATTS	PETER DYKHUIS	CHARLES MYERS	TOM NOREEN	CAITIE S. OLIVER	PENNY WELLER
January 21, 2021*	<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 18, 2021*	<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 18, 2021*	<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"/>
April 15, 2021	<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 20, 2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June 17, 2021	<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"/>
July 15, 2021	<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"/>
August 19, 2021	<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 23, 2021	<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 14, 2021-Cancelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 28, 2021	<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 18, 2021	<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 16, 2021	<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 TELECONFERENCE

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE



## Executive Director's Evaluation 2021 Timeline

DATE	ACTION	RESULT
9.20.21	Distribute upward evaluation survey to Leadership Team, Regional & Department Managers, and Executive Assistant.	KDL management members receive Executive Director upward evaluation Contact survey link via email by Human Resources.
10.15.21	Due to HR: Executive Director's upward evaluation surveys from above KDL management members.	Evaluations are received by Human Resources to compile for the Board on the HR Director's behalf.
10.28.21	Administrative Assistant Jennifer Zeilbeck sends link via email and instructions to online Board Survey (Form 1) to Board Members.	Board members receive the digital Board Survey (Form 1).
10.28.21	Executive Assistant Elvia Myers distributes compiled management upward evaluations to Board members at the October Board meeting.	Board members receive management responses for consideration in their evaluation of the Executive Director.
10.28.21	Executive Director Lance Werner distributes self-appraisal, 2021 accomplishments, and 2022 goals to Board members at the October Board meeting.	Board members receive documents from the Executive Director for consideration in their evaluation.

11.18.21	By the November Board meeting, Board members are to have completed their online Board Survey (Form 1).	HR Generalist Diane Damuth ensures all eight responses were submitted before exporting them to Board secretary.
11.18.21	HR Generalist Diane Damuth exports Board responses directly to Board Secretary to compile.	Board Secretary receives surveys from Board members and prepares the compiled summary.
12.6.21	The Board Secretary either mails the compiled Board Summary (Form 2) directly to each Board member or sends it to the Executive Assistant Elvia Myers for inclusion in the December Board packet materials. At this time, the Executive Director also receives a copy.	Board members review compiled Board summary and prepare to discuss it at the December Board meeting.
12.16.21	Executive Director's evaluation finalized during the December Board meeting.	Finalized evaluation given to Board Chair to utilize in meeting with Executive Director.
After 12.16.21	Executive Assistant Elvia Myers schedules a meeting with the Board Chair to meet with the Executive Director to review evaluation.	Following review, three original signed copies of the evaluation are generated for: (1) Executive Director, (2) Chair, and (3) Executive Director's personnel file.



# STRATEGIC PLAN 2021-2023

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THIRD QUARTER UPDATE  
2021





# 2021-2023 Strategic Goal:

Align all library services, staffing  
makeup and partnerships to be  
reflective and inclusive of the  
diverse communities  
we serve.

## 2021 Initiative #1

Develop a plan to increase staff Cultural Intelligence (CQ) by first determining how to measure it, establishing a baseline and setting a target by May 2021.



## 2021 Q3 Update

On Track

Paused/Delayed

Canceled

**Completed**

Paradigm was successfully rolled out to the organization this past spring with an expected completion of the first module on July 31, 2021. The goal was to have 100% of employees do the training in full before the assigned deadline. Because some of the assignments were document reviews rather than video modules, some of the click-throughs to indicate that the document was reviewed were missed. This skewed the completion results a bit and 41% of the organization had completed by the deadline. Training Manager Trish Reid and EDI Workgroup leader and RM2 Shaunna Martz will send completion progress reports and have developed a checklist with the courses and microlearnings listed with their time commitments so staff and managers know ahead of time what is expected for completion and how much time to schedule for staff to participate.

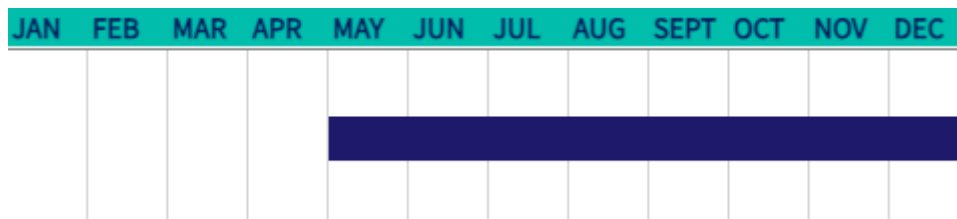
The second training will consist of two 60-minute courses: **Microaggressions Workshop** and **DEI Definitions, Benefits and Barriers**. This quarter's segment will also include seven microlearnings, each of which are five minutes or less:

- Defining Diversity, Equity and Inclusion
- An Introduction to Anti-Racism
- What are Microaggressions?
- Responding to Microaggressions: as a Bystander
- Responding to Microaggressions: as a Target
- Responding to Microaggressions: as the Perpetrator
- Calling Out Bias

Though the strategic plan initiative to develop the training plan for CQ training has been completed, the Paradigm trainings will continue quarterly throughout 2022 and completion rates will be reported as a KPI (key performance indicator) quarterly. After considering turnover and staff on approved leaves, 100% was determined to not be a feasible goal. Factoring in KDL's turnover rate of approximately 12%, the new quarterly goal will be 88% to reflect these factors.

**Align all library services, staffing  
makeup and partnerships to be  
reflective and inclusive of the  
diverse communities  
we serve.**

By December 2021, develop a diversity plan for evaluating library materials to ensure offerings are reflective of the community.



**On Track**

Canceled

Completed

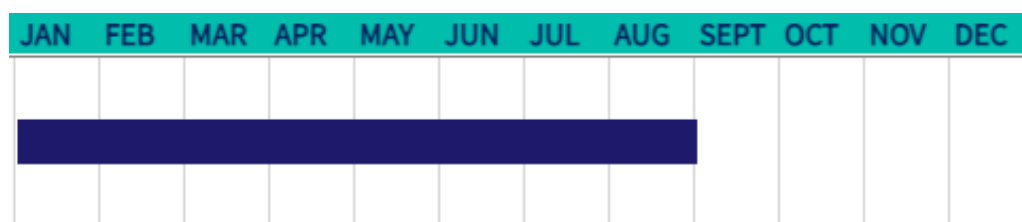
The next steps will include regularly tracking the percentage of tagged materials that are newly purchased and added to the collection with a goal of 25% to arrive at a 20% of total collection tagged by December 2024.

# 2021-2023 Strategic Goal:

**Increase the value delivered to the community by focusing on demonstrated needs.**

## 2021 Initiative #3

Develop a systematic process for identifying our communities' unmet/emerging needs by March 2021 with surveys completed by September.



## 2021 Q3 Update

On Track

Paused/Delayed

Canceled

**Completed**

This strategic initiative was completed in August and future updates on this goal will no longer be needed, although some of the data collection will support the new key performance indicator (KPI) dashboard initiative. The survey was conducted in summer 2021, analyzed in August, and the OrangeBoy Savannah platform was rolled out to continue to collect patron data and feedback. The survey results and data will serve as a foundation for designing 2022 annual initiatives under each pillar: EDI, Engagement and Service, and Sustainability.

Director of Engagement Randall Goble led managers in the third quarter All Manager Meeting through the results and identified customer "personas" that are based upon the most significant opportunities or needs. The personas helped focus initiatives for the real people KDL serves. User Experience Manager Morgan Hanks and Programming Manager Kip Odell conducted a design-thinking brainstorming session to ideate initiatives that were further narrowed down by the Leadership Team.

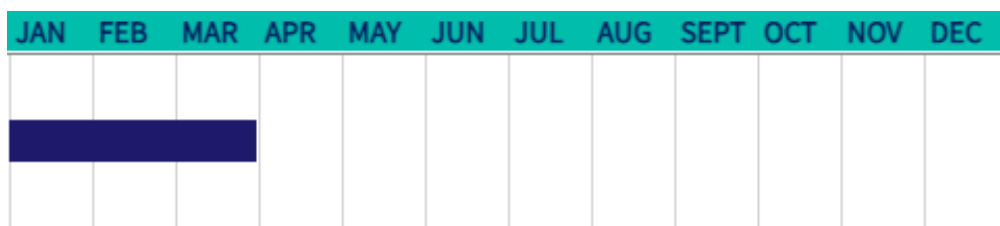
The implementation of the Savannah software allows us to collect and analyze real-time data to better understand patron activity and trends as they emerge. The system also tracks our net promoter score (NPS), which is a key performance indicator (KPI), reflecting the level of advocacy among patrons and what drives their advocacy. This continued collection and analysis of data will help us keep our finger on the pulse of patron trends and needs and help the organization better serve its unique communities.

# 2021-2023 Strategic Goal:

Evaluate and streamline operational, environmental, and fundraising processes to ensure a sustainable library.

## 2021 Initiative #4

By the end of March 2021, complete a feasibility study to establish a 501(c)(3) foundation to increase private donation funding to supplement tax support.



## 2021 Q3 Update

On Track

Paused/Delayed

Canceled

**Completed**

KDL completed the feasibility study and it was determined that the organization should instead grow its endowment. A new goal has been created from this initiative. All efforts toward establishing a 501(c)3 foundation will hereby stop.

## 2021 Initiative #4a

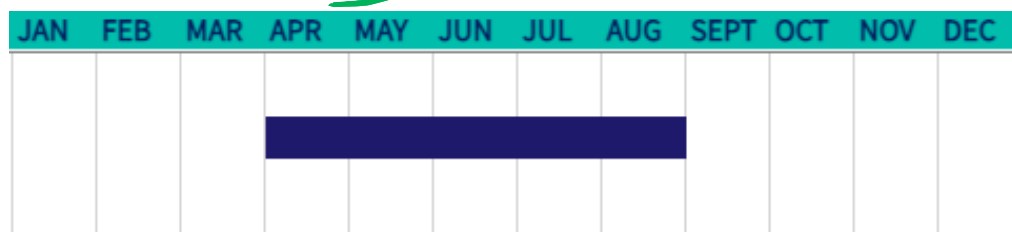
By the end of August 2021, work with Kennari Consulting to strategize how to grow the KDL endowment and establish best practices and policies for endowment donations.

On Track

**Paused/Delayed**

Canceled

Completed



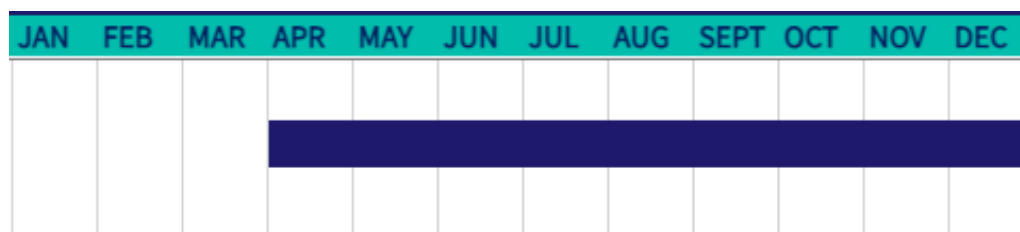
While the project team has succeeded in establishing and communicating an annual fundraising goal as part of the Library's KPIs (key performance indicators), there are a few goals and deliverables yet in the works. These include creating a case of support for defining what and how projects will use endowment fund donations and developing a business plan involving those funds. These last few tasks are contingent upon a recommendation from Kennari Consulting and the hiring of a Finance Manager, respectively. Unfortunately, the timelines of both these items will bring this project in past the deadline, but the team is hopeful that things will be moving again soon. The new deadline will be December 31, 2021.

# 2021-2023 Strategic Goal:

Evaluate and streamline operational, environmental, and fundraising processes to ensure a sustainable library.

## 2021 Initiative #5

Map, improve and refine two operational processes by December 2021.



## 2021 Q3 Update

**On Track**

Paused/Delayed

Canceled

Completed

In June 2021, KDL Leadership approved two new process improvement projects to kick off Circulation Moonshot and meet this 2021 strategic initiative:

- **Displays and Merchandising**
- **Weeding Standards + Sustainable Partnerships**

### Displays and Merchandising

The project team, in conjunction with the Circulation Advisory Group, continues to roll out the new displays and merchandising across the KDL system. The most recent branches to be given recommendations are Comstock Park, Alpine, Rockford and Alto. Next on the list are Tyrone Township and Kentwood. Each branch is making great progress in making their collections more browsable and accessible to patrons!

### Weeding Standards + Sustainable Partnerships

KDL worked with consultant Tim Emmitt to process map item weeding. Each branch's process was nuanced and had subsets of more unique processes and the team identified ample opportunity to streamline and clarify expectations. The team then revised the documented procedures to make them extremely clear, uniform, and straightforward. Systems Librarian Analyst Rochelle Ball has modified the daily hold report to incorporate a weeding list that is based on several identified criteria (age since purchase, lack of circulation, number of circulations, too many duplicate copies, etc.) These thresholds will be tested to ensure KDL is not over-weeding or under-weeding. The report will change the item type of the items that need to be weeded to only be able to checkout to discard, therefore removing subjectivity of whether or not the book should be weeded. Ultimately, the organization will identify an ideal collection size per branch, and then strive to weed materials at the same rate in which they are purchased and added to the branches. The ratio should be 1:1 to achieve a balanced collection. The team will meet to test the procedures at the Krause Memorial Branch.

# **KENT DISTRICT LIBRARY**

## **2022 Budget**



**KENT DISTRICT LIBRARY  
2022 OPERATING BUDGET**

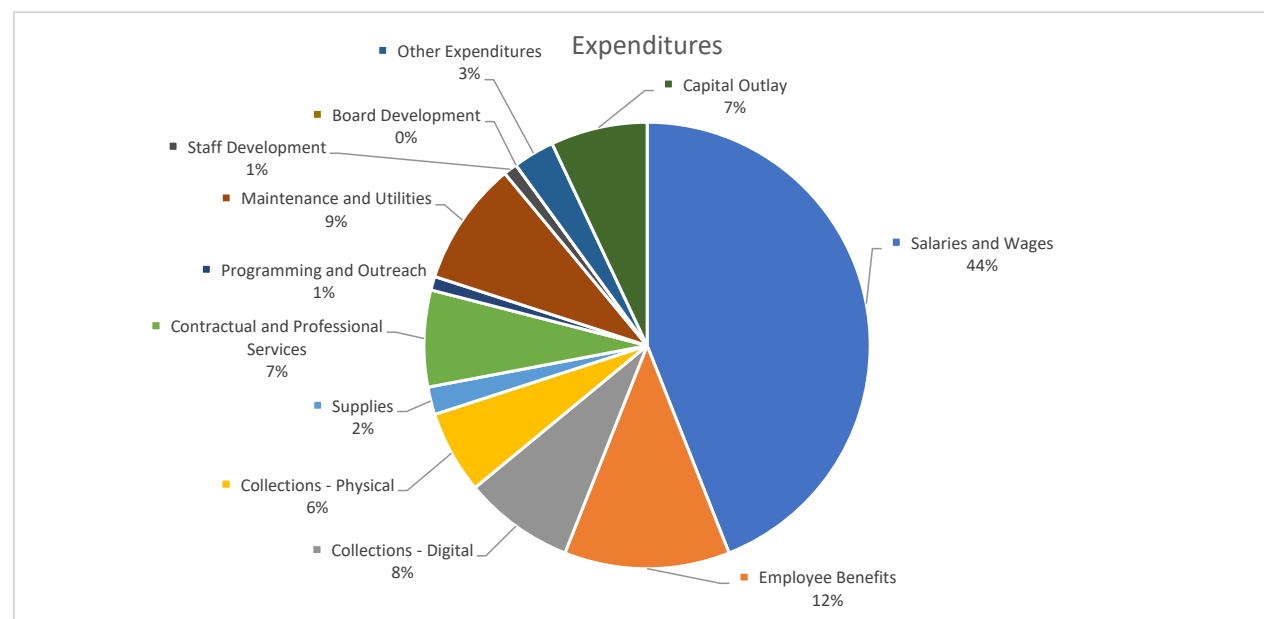
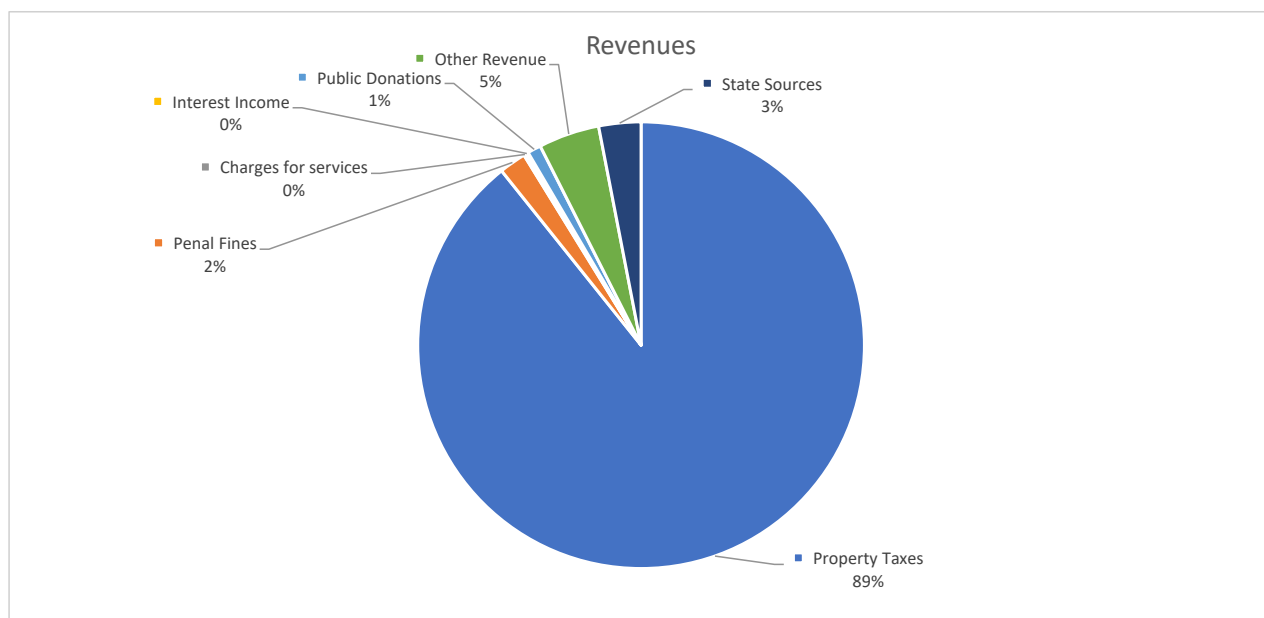
**REVENUES:**

Property Taxes	25,043,883
Penal Fines	550,000
Charges for services	35,000
Interest Income	60,000
Public Donations	275,000
Other Revenue	1,237,095
State Sources	854,073
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>28,055,051</b>

**EXPENDITURES:**

Salaries and Wages	13,219,957
Employee Benefits	3,770,066
Collections - Digital	2,499,083
Collections - Physical	1,977,793
Supplies	769,604
Contractual and Professional Services	2,010,454
Programming and Outreach	419,545
Maintenance and Utilities	2,806,489
Staff Development	270,746
Board Development	12,000
Other Expenditures	937,445
Capital Outlay	2,195,070
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>30,888,252</b>

<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(2,833,201)</b>
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		% of Total	1.2484 Mill Estimated	1.2581 Mill Budget	1.2661 Mill Actual	2022 to 2021 Budget Change	
		Revenues	2022	2021	2020		
<b>REVENUES</b>							
1	Current Property Taxes		24,785,883	24,006,516	23,009,410		
	Delinquent Personal Property Taxes		10,000	10,000	7,652		
	DNR - PILT		33,000	16,000	48,552		
	Industrial Facilities Taxes		215,000	239,692	138,742		
	Total Property Taxes	89.3%	25,043,883	24,272,208	23,204,356	771,675	
	Penal Fines	2.0%	550,000	550,000	619,366	-	
	Charges for Services	0.1%	35,000	35,000	42,072	-	
2	Interest Income	0.2%	60,000	253,500	177,821	(193,500)	
3	Public Contributions	1.0%	275,000	376,945	306,145	(101,945)	
4	Universal Service Fund - Erate		1,132,595	696,900	604,651		
	Health Insurance Plan Rebate		100,000	-	-		
	Other revenues		4,500	4,500	72,771		
	Total Other Revenues	4.4%	1,237,095	701,400	677,422	535,695	
	State Aid		343,000	315,000	316,761		
	LBPH/TBBC		41,073	41,073	41,073		
	Renaissance Zone Reimbursement		70,000	75,000	88,726		
	Personal Property Tax Reimbursement		400,000	405,000	460,635		
	Total State Sources	3.0%	854,073	836,073	907,195	18,000	
	TOTAL REVENUES	100.0%	28,055,051	27,025,126	25,934,377	1,029,925	
		% of Total Expenditures					
<b>EXPENDITURES</b>							
	Salaries and Wages						
5700	Board Stipend		3,900	3,720	2,580		
5706	Extra duty stipends		-	5,202	6,150		
5713	Salary & Wages		13,216,057	12,995,772	12,379,204		
Total Salaries and Wages		5	42.8%	13,219,957	13,004,694	12,387,934	215,263

		% of Total Revenues	1.2484 Mill Estimated 2022	1.2581 Mill Budget 2021	1.2661 Mill Actual 2020	2022 to 2021 Budget Change
Employee Benefits						
5709	FICA		1,011,028	993,840	909,986	
5716	Defined Benefit Pension Plan		82,515	80,959	-	
5717	Defined Contribution Pension Plan		826,358	737,736	475,897	
5718	Employee Health Benefits		1,260,065	1,754,802	1,442,309	CY 5% rate increase
5720	HSA/Flex		351,200	409,580	349,200	
5723	Retiree Health Care OPEB		-	1,800	1,800	
5724	Life Insurance		31,000	30,048	26,730	
5725	Additional Life Insurance		30,000	28,377	7,480	
5727	Gradifi Student Loan Assistance		139,000	138,532	60,225	
5728	YMCA Membership Support		16,300	16,301	440	
5730	Other Employee Benefits		22,600	16,804	11,288	
5842	Unemployment Claims		-	10,000	-	2020 to 2021 Change
<b>Total Employee Benefits</b>	<b>6</b>	<b>12.2%</b>	3,770,066	4,218,779	3,285,355	(448,713)
Collections - Digital						
5785	OverDrive		1,540,000	1,532,000	1,419,808	
5786	Hoopla		600,000	410,000	362,000	
5787	Other Digital Collection		136,145	107,795	107,650	
5788	Electronic Resources		222,938	236,630	215,450	2020 to 2021 Change
<b>Total Collections - Digital</b>		<b>8.1%</b>	2,499,083	2,286,425	2,104,908	212,658
Collections - Physical						
5791	Subscriptions		80,040	77,600	71,425	
5815	KDL Cruisers		9,228	29,991	22,032	
5871	Branch Local Mat'l - Rest Donation		10,725	14,325	7,959	
5982	Collection Materials - Depreciable		968,300	1,143,280	1,373,100	
5983	CD/DVD Collection Materials - Non		408,500	551,750	416,465	
5984	Beyond Books Collection - Non Depr		501,000	575,625	356,261	2020 to 2021 Change
<b>Total Collections - Physical</b>	<b>7</b>	<b>6.4%</b>	1,977,793	2,392,571	2,247,242	(414,778)
Supplies						
5750	Collection Processing		198,949	199,411	86,521	
5751	Supplies		129,504	214,261	154,192	
5764	KDL Staff Event, Supplies & Awards		22,730	31,000	24,941	
5760	Technology & Accessories < \$1,000		137,221	165,670	271,702	
5768	Promotions Supplies		39,900	33,743	11,328	
5770	Other Awards/Prizes		133,850	115,645	175,770	
5790	Books (not for circulation)		30,650	10,500	4,783	
5851	Mail/Postage		35,810	27,875	34,128	
5900	Copier/Printer Lease Payments		40,990	64,323	45,626	2020 to 2021 Change
<b>Total Supplies</b>		<b>2.5%</b>	769,604	862,428	808,991	(92,824)

	% of Total Revenues	1.2484 Mill Estimated 2022	1.2581 Mill Budget 2021	1.2661 Mill Actual 2020	2022 to 2021 Budget Change
Contractual and Professional					
5792 Software		733,895	623,750	372,727	
5801 Professional and Other Contracted		742,630	658,708	333,788	
5813 Delivery Services		162,167	154,368	110,796	
5814 Security Services		60,445	53,316	44,413	
5817 Lakeland Library Co-op Services		6,107	4,950	4,627	
5825 KDL Staff Event Services		850	23,950	7,800	
5827 Catering		43,675	33,800	6,061	
5836 Employee & Partner Care		4,300	6,500	5,269	
5890 ILS Fees		147,300	147,620	142,950	
5891 Licenses and Fees		109,085	114,585	94,189	<u>2020 to 2021 Change</u>
<b>Total Contractual and Professional Services</b>	<b>6.5%</b>	2,010,454	1,821,547	1,122,620	188,907
Programming and Outreach					
5795 Programming & Outreach Supplies		157,275	157,940	59,757	
5865 Programming Services		47,740	34,165	28,236	
5885 Speakers/Performers		214,530	190,175	133,717	<u>2020 to 2021 Change</u>
<b>Total Programming and</b>	<b>1.4%</b>	419,545	382,280	221,710	37,265
Maintenance and Utilities					
5810 IT COLO Infrastructure Services		836,750	700,000	58,228	
5822 Maintenance Contracts		23,250	7,300	3,090	
5848 Mobile Hotspots		11,636	20,204	36,101	
5849 Cell Phones/Stipends		28,275	30,692	26,680	
5850 Telephones		37,180	32,392	26,665	
5852 Internet/Telecomm Services		750,000	668,042	644,438	
5919 Waste Disposal		6,610	6,100	7,256	
5920 Utilities		75,500	93,500	63,999	
5925 Lawn care & Snowplowing		28,500	26,300	12,891	
5928 Branch Maintenance Fees		482,068	420,907	384,756	
5930 Repairs & Maintenance		112,970	130,400	53,235	
5933 Software & IT Hardware		189,750	93,168	174,457	
5940 Rentals & Leases		224,000	238,872	189,404	<u>2020 to 2021 Change</u>
<b>Total Maintenance and Utilities</b>	<b>8 9.1%</b>	2,806,489	2,467,877	1,681,200	338,612
Staff Development					
5910 Staff Development, Conferences &		270,746	323,511	177,930	<u>2020 to 2021 Change</u>
<b>Total Staff Development</b>	<b>0.9%</b>	270,746	323,511	177,930	(52,765.00)
Board Development					
5908 Board Development, Conferences		12,000	11,450	725	<u>2020 to 2021 Change</u>
<b>Total Board Development</b>	<b>0.0%</b>	12,000	11,450	725	550.00

		% of Total Revenues	1.2484 Mill Estimated 2022	1.2581 Mill Budget 2021	1.2661 Mill Actual 2020	2022 to 2021 Budget Change
Other Expenditures						
5759	Gas & Oil		8,720	9,220	1,646	
5860	Parking		3,685	6,245	659	
5861	Mileage Reimbursement		64,734	72,014	15,529	
5870	Branch Local Mis - Restricted		219,705	212,620	90,952	
5873	Website		156,400	134,060	207,565	
5875	Advertising		109,725	101,675	66,463	
5901	Outsourced Printing & Publishing		67,500	61,500	67,602	
5906	Promotions/Marketing		19,355	9,420	1,572	
5907	Sponsorships/Donations		17,495	-	2,500	
5935	Insurance		80,911	110,318	79,469	
5939	Workers Compensation Insurance		34,000	48,000	36,845	
5955	Miscellaneous		90,815	5,870	(27)	
5959	Sales Taxes		1,000	500	6	
5964	Property Tax Reimbursement		60,000	55,380	30,008	
5965	MEL Return Items		3,400	3,000	1,328	<u>2020 to 2021 Change</u>
<b>Total Other Expenditures</b>	<b>9</b>	<b>3.0%</b>	937,445	829,822	602,117	107,623.00
Capital Outlay						
5974	Land Improvements - Depreciable		203,000	-	7,756	
5976	Building Improvements -		145,500	650,000	344,283	
5977	Technology - Non-Depreciable		825,700	724,584	195,201	
5979	Equipment/Furniture - Non		513,100	480,275	23,620	
5980	Equipment/Furniture - Depreciable		507,770	10,030	224,856	<u>2020 to 2021 Change</u>
<b>Total Capital Outlay</b>	<b>10</b>	<b>7.1%</b>	2,195,070	1,864,889	795,716	330,181.00
Transfers Out						
5995	Transfers Out		-	-	-	
<b>Total Transfers Out</b>			-	-	-	
<b>Total Expenditures</b>		<b>100%</b>	30,888,252	30,466,273	25,436,448	<u>2020 to 2021 Change</u>
						421,979.45
NET REVENUE OVER (UNDER) EXPENDITURES			(2,833,201)	(3,441,147)	497,929	

**MAJOR CHANGES / ASSUMPTIONS IN 2022 BUDGET****Revenues**

- 1 Property taxes include the increase in Taxable Value for FY 2022 of 4.5% offset by .9923 Headlee reduction fraction
- 2 Interest/Investment Income was reduced to reflect current interest rate environment
- 3 Public contributions were reduced to reflect 2022 focus on moving fundraising efforts to the Foundation
- 4 Erate reimbursements increased for IT projects approved for 2022

**Expenditures**

- 5 Wages increased per labor agreement
- 6 Decrease in health insurance to reflect cost sharing requirement and effective cost management
- 7 Physical collection reduced to reflect resource trends
- 8 Increases per contracts and cost of increased hotspots  
Branch maintenance fees increase by \$.25
- 9 Miscellaneous expense increase for branch parachute projects and other HR initiatives
- 10 See capital outlay items in the Summary of Funded Projects tab

## New / Expanded Projects List

<u>Approved</u>	Department	A/C #				Net Cost	Gross	ERate
Consulting - Endowment Fund	Fund Development	5801	50,000.00					
Relocate Express Checkout	Walker	5974	3,000.00					
Slatwall for Display	Tyrone	5979	700.00					
Parking Lot	Facilities	5974	200,000.00					
Renovate Conference Rooms	Facilities	5976	140,000.00					
Circ Moonshot book displays	Facilities	5979	210,000.00					
Circ Moonshot storage and moving	Facilities	5801	7,400.00					
Circ Moonshot furniture	Facilities	5979	225,000.00					
Kanopy Streaming	Collection Development	5787	35,000.00					
iVox App for Children's Readalongs	Collection Development	5787	2,800.00					
ASL Deafined Service	Collection Development	5788	700.00					
PFD Improvement Project	Plainfield	5870	80,000.00					
Rural library conference for D. Schultz	Alto	5910	500.00					
CRM	Engagement Administration	5792	24,000.00					
2nd AED	Grandville	5979	2,225.00					
Standing Desk Converter	Grandville	5979	400.00					
Signage	Grandville	5979	3,000.00					
Branch Network Infrastructure (switches, wiring, labels, batches, runs, cables)	IT	5977	42,750.00	5801	1,000.00	43,750.00	437,500.00	(393,750.00)
Replace Branch UPSs	IT	5977	5,355.00	5801	1,500.00	6,855.00	45,700.00	(38,845.00)
Software Upgrades	IT	5977	12,000.00					
Catalog Stations	IT	5977	32,500.00					
VMware Replacement	IT	5801	8,750.00					
Upgrade Servers	IT	5810	5,250.00					
General server hardening	IT	5810	21,000.00					
IPC Related Projects	IT	5810	10,500.00					
Movie License for Teen Programming	Kelloggsville	5795	1,000.00					
Coding Camp	Englehardt	5795	700.00					
Mobile App for Website	MarCom	5873	14,500.00					
Online Store	MarCom	5873	1,200.00	5906	10,000.00			
Newborn and Maternal Library	Community Engagement	5790	13,000.00					
Cultural Program Events	Programming	5885	15,000.00					
Author Events	Programming	5885	6,000.00	5827	4,000.00			
Michigan Center for the Book	Programming	5910	1,000.00					
ASL Interpreter at more events	Programming	5865	6,250.00					
1KB4K	Programming	5770	6,000.00	5901	6,000.00			
Podcast Initiative	Programming	5885	9,000.00					
Offsite Chat Management through Unique	Patron Services	5792	18,735.00					
Volunteer Management Software Explorator	Volunteer	5792	8,000.00					
KDL Wondernook	PMO	5980	500,000.00					
Parachute Project Fund	PMO	5955	30,000.00					
			1,753,215.00	22,500.00		50,605.00	483,200.00	(432,595.00)
			Total		1,775,715.00			
Technology Requests - Estimate					50,000.00			
			Total Adds		1,825,715.00			

<u>Issue Analysis</u>	Department	A/C #				
Book chutes/Bins/Intelligent Return Devices	IT	5977	400,000.00	5972	100,000.00	500,000.00

**KENT DISTRICT LIBRARY  
2022 OPERATING BUDGET  
LEGISLATIVE**

	2022 Budget	% of 2022 Legislative Budget
Wages	3,900	
<b>Total Wages</b>	<b>3,900</b>	<b>15.33%</b>
Supplies	400	
KDL Staff Event, Supplies & Awards	350	
<b>Total Supplies</b>	<b>750</b>	<b>2.95%</b>
Catering	200	
<b>Total Contractual and Professional Services</b>	<b>200</b>	<b>0.79%</b>
Board Development, Conferences	12,000	
<b>Total Board Development</b>	<b>12,000</b>	<b>47.17%</b>
Parking	60	
Mileage Reimbursement	3,260	
Sponsorships/Donations	2,770	
Miscellaneous	2,500	
<b>Total Other Expenditures</b>	<b>8,590</b>	<b>33.77%</b>
<b>TOTAL LEGISLATIVE EXPENDITURES</b>	<b>25,440</b>	<b>100%</b>

**KENT DISTRICT LIBRARY**  
**2022 OPERATING BUDGET**  
EXECUTIVE

	2022 Budget	% of 2022 Executive Budget
Wages	646,726	
<b>Total Wages</b>	<b>646,726</b>	<b>35.02%</b>
FICA	49,477	
Health	69,010	
Retirement	49,579	
Other Benefits	18,800	
<b>Total Employee Benefits</b>	<b>186,866</b>	<b>10.12%</b>
Supplies	4,900	
KDL Staff Event, Supplies & Awards	9,600	
Technology & Accessories < \$1,000	850	
Other Awards/Prizes	400	
Books (not for circulation)	10,000	
Mail/Postage	4,500	
<b>Total Supplies</b>	<b>30,250</b>	<b>1.64%</b>
Software	26,000	
Professional and Other Contracted Services	279,650	
Security Services	4,080	
KDL Staff Event Services	250	
Catering	25,525	
Employee & Partner Care (Flowers, Etc)	100	
Licenses and Fees	1,035	
<b>Total Contractual and Professional Services</b>	<b>336,640</b>	<b>18.23%</b>
Speakers/Performers	9,750	
<b>Total Programming and Outreach</b>	<b>9,750</b>	<b>0.53%</b>
Cell Phones/ Stipends	4,645	
Equipment Repair and Maintenance	5,250	
Rentals & Leases	5,500	
<b>Total Maintenance and Utilities</b>	<b>15,395</b>	<b>0.83%</b>
Staff Development, Conferences & Dues	27,295	
<b>Total Staff Development</b>	<b>27,295</b>	<b>1.48%</b>
Parking	425	
Mileage Reimbursement	7,820	
Promotions/Marketing	1,575	
Insurance	1,003	
Miscellaneous	82,915	
<b>Total Other Expenditures</b>	<b>93,738</b>	<b>5.08%</b>
Equipment/Furniture - Depreciable	500,000	
<b>Total Capital Outlay</b>	<b>500,000</b>	<b>27.08%</b>
<b>TOTAL EXECUTIVE EXPENDITURES</b>	<b>1,846,660</b>	<b>100%</b>



**Administrative**

Salary & Wages	202,507
Employee Benefits	51,364
Collections - Digital	-
Collections - Physical	-
Supplies	10,300
Contractual & Prof Services	136,290
Programming & Outreach	-
Maintenance & Utilities	7,215
Staff Development	11,045
Board Development	-
Other Expenditures	59,100
Capital Outlays	-
Transfers	-
<b>Total Administrative</b>	<u><u>477,821</u></u>

**Fund Development**

Salary & Wages	149,000
Employee Benefits	29,337
Collections - Digital	-
Collections - Physical	-
Supplies	15,250
Contractual & Prof Services	133,850
Programming & Outreach	4,000
Maintenance & Utilities	6,000
Staff Development	5,500
Board Development	-
Other Expenditures	550
Capital Outlays	-
Transfers	-
<b>Total Development</b>	<u><u>343,487</u></u>

**Volunteers**

Salary & Wages	37,637
Employee Benefits	14,287
Collections - Digital	-
Collections - Physical	-
Supplies	3,300
Contractual & Prof Services	16,500
Programming & Outreach	5,750
Maintenance & Utilities	480
Staff Development	1,525
Board Development	-
Other Expenditures	3,403
Capital Outlays	-
Transfers	-
<b>Total Volunteers</b>	<b>82,882</b>

**Project Management**

Salary & Wages	257,582
Employee Benefits	91,878
Collections - Digital	-
Collections - Physical	-
Supplies	1,400
Contractual & Prof Services	50,000
Programming & Outreach	-
Maintenance & Utilities	1,700
Staff Development	9,225
Board Development	-
Other Expenditures	30,685
Capital Outlays	500,000
Transfers	-
<b>Total Project Management</b>	<b>942,470</b>

<b>Total Executive</b>	
Salary & Wages	646,726
Employee Benefits	186,866
Collections - Digital	-
Collections - Physical	-
Supplies	30,250
Contractual & Prof Services	336,640
Programming & Outreach	9,750
Maintenance & Utilities	15,395
Staff Development	27,295
Board Development	-
Other Expenditures	93,738
Capital Outlays	500,000
Transfers	-
<b>Total Executive</b>	<b>1,846,660</b>

**KENT DISTRICT LIBRARY**  
**2022 OPERATING BUDGET**  
 FINANCE

	2022 Budget	% of 2022 Finance Budget
Wages	231,093	
<b>Total Wages</b>	<b>231,093</b>	<b>44.07%</b>
FICA	17,679	
Health	12,416	
Retirement	14,118	
Other Benefits	4,000	
<b>Total Employee Benefits</b>	<b>48,213</b>	<b>9.19%</b>
KDL Staff Event, Supplies & Awards	3,300	
Promotions Supplies	750	
Mail/Postage	75	
Copier/Printer Overage Charges	1,200	
<b>Total Supplies</b>	<b>5,325</b>	<b>1.02%</b>
Software	37,200	
Professional and Other Contracted Services	110,100	
Licenses and Fees	12,700	
<b>Total Contractual and Professional Services</b>	<b>160,000</b>	<b>30.51%</b>
Maintenance Contracts	13,650	
Cell Phones/Stipends	500	
Repairs & Maintenance	150	
<b>Total Maintenance and Utilities</b>	<b>14,300</b>	<b>2.73%</b>
Staff Development, Conferences & Dues	4,000	
<b>Total Staff Development</b>	<b>4,000</b>	<b>0.76%</b>
Mileage Reimbursement	500	
Sales Taxes	500	
Property Tax Reimbursement	60,000	
<b>Total Other Expenditures</b>	<b>61,000</b>	<b>11.63%</b>
Technology - Non-Depreciable	500	
<b>Total Capital Outlay</b>	<b>500</b>	<b>0.10%</b>
<b>TOTAL FINANCE EXPENDITURES</b>	<b>524,431</b>	<b>100%</b>

**KENT DISTRICT LIBRARY**  
**2022 OPERATING BUDGET**  
 INFORMATION TECHNOLOGY

	2022 Budget	% of 2022 IT Budget
Wages	532,042	
<b>Total Wages</b>	<b>532,042</b>	<b>12.33%</b>
FICA	40,701	
Health	75,219	
Retirement	35,391	
Other Benefits	20,800	
<b>Total Employee Benefits</b>	<b>172,111</b>	<b>3.99%</b>
Supplies	400	
Technology & Accessories <\$1000	116,750	
Mail/Postage	115	
Printing and Publishing	8,970	
<b>Total Supplies</b>	<b>126,235</b>	<b>2.93%</b>
Software	360,000	
Professional Other Contracted Services	235,750	
Security Services	1,725	
<b>Total Contractual and Professional Services</b>	<b>597,475</b>	<b>13.85%</b>
IT COLO Infrastructure Services	836,750	
Mobile Hotspots	10,580	
Cell Phones/ Stipends	3,910	
Telephones	36,520	
Internet/Telecomm Services	750,000	
Water/Sewer	1,610	
Software & IT Hardware Maintenance Agreements	189,750	
Rentals & Leases	207,000	
<b>Total Maintenance and Utilities</b>	<b>2,036,120</b>	<b>47.18%</b>
Staff Development, Conferences & Dues	19,005	
<b>Total Staff Development</b>	<b>19,005</b>	<b>0.44%</b>
Parking	500	
Mileage Reimbursement	4,500	
Website	2,000	
<b>Total Other Expenditures</b>	<b>7,000</b>	<b>0.16%</b>
Technology - Non-Depreciable	825,200	
<b>Total Capital Outlay</b>	<b>825,200</b>	<b>19.12%</b>
<b>TOTAL INFORMATION TECHNOLOGY EXPENDITURES</b>	<b>4,315,188</b>	<b>100%</b>

**KENT DISTRICT LIBRARY**  
**2022 OPERATING BUDGET**  
HUMAN RESOURCES

	2021 Budget	% of 2021 HR Budget
Wages	584,013	
<b>Total Wages</b>	<b>584,013</b>	<b>24.00%</b>
FICA	44,677	
Health	69,011	
Retirement	35,841	
Other Benefits	260,500	
<b>Total Employee Benefits</b>	<b>410,029</b>	<b>16.85%</b>
Supplies	54,225	
KDL Staff Event, Supplies & Awards	8,600	
Technology & Accessories <\$1,000	1,500	
Other Awards/Prizes	11,000	
Mail/Postage	5,000	
Printing and Publishing	820	
<b>Total Supplies</b>	<b>81,145</b>	<b>3.33%</b>
Software	62,000	
Professional and Other Contracted Services	63,630	
Security Services	2,000	
Employee & Partner Care (Flowers, Etc)	3,000	
Licenses and Fees	84,400	
<b>Total Contractual and Professional Services</b>	<b>215,030</b>	<b>8.83%</b>
Maintenance Contracts	8,600	
Cell Phones/ Stipends	3,300	
Waste Disposal	5,000	
Utilities	75,500	
Lawn care & Snowplowing	28,500	
Repairs & Maintenance	84,100	
Rentals & Leases	4,000	
<b>Total Maintenance and Utilities</b>	<b>209,000</b>	<b>8.59%</b>
Staff Development, Conferences & Dues	11,650	
<b>Total Staff Development</b>	<b>11,650</b>	<b>0.48%</b>
Gas & Oil	2,000	
Parking	20	
Mileage Reimbursement	1,000	
Advertising	2,000	
Insurance	77,500	
Workers Compensation Insurance	34,000	
<b>Total Other Expenditures</b>	<b>116,520</b>	<b>4.79%</b>
Land Improvements - Depreciable	200,000	
Building Improvements - Non-Depreciable	145,500	
Equipment/Furniture - Depreciable	461,000	
<b>Total Capital Outlay</b>	<b>806,500</b>	<b>33.14%</b>
<b>TOTAL HUMAN RESOURCES EXPENDITURES</b>	<b>2,433,887</b>	<b>100%</b>

**Human Resources**

Salary & Wages	472,654
Employee Benefits	368,945
Supplies	24,745
Contractual & Prof Services	167,430
Maintenance & Utilities	2,400
Staff Development	10,500
Other Expenditures	36,500
Capital Outlays	-
Transfers	-
<b>Total Human Resources</b>	<b>1,083,174</b>

**Building Maintenance**

Salary & Wages	111,359
Employee Benefits	41,084
Supplies	56,400
Contractual & Prof Services	47,600
Maintenance & Utilities	206,600
Staff Development	1,150
Other Expenditures	80,020
Capital Outlays	806,500
Transfers	-
<b>Total Building Maintenance</b>	<b>1,350,713</b>

**Total Human Resources**

Salary & Wages	584,013
Employee Benefits	410,029
Supplies	81,145
Contractual & Prof Services	215,030
Maintenance & Utilities	209,000
Staff Development	11,650
Other Expenditures	116,520
Capital Outlays	806,500
Transfers	-
<b>Total Human Resources</b>	<b>2,433,887</b>

# **KENT DISTRICT LIBRARY 2022 OPERATING BUDGET**

## BRANCH SERVICES

	2022 Budget	% of 2022 Branch Services Budget
Wages	8,895,860	
<b>Total Wages</b>	<b>8,895,860</b>	<b>72.50%</b>
FICA	680,533	
Health	685,707	
Retirement	610,444	
Other Benefits	191,601	
<b>Total Employee Benefits</b>	<b>2,168,285</b>	<b>17.67%</b>
Miscellaneous Electronic Access	-	
<b>Total Collections - Digital</b>	<b>-</b>	<b>0.00%</b>
Physical Collection Purchases	10,725	
<b>Total Collections - Physical</b>	<b>10,725</b>	<b>0.09%</b>
Collection Processing	-	
Supplies	47,669	
KDL Staff Event, Supplies & Awards	580	
Technology & Accessories < \$1,000	8,710	
Promotions Supplies	1,300	
Other Awards/Prizes	2,700	
Books (not for circulation)	150	
Mail/Postage	1,020	
<b>Total Supplies</b>	<b>62,129</b>	<b>0.51%</b>
Software	1,200	
Delivery Services	-	
Security Services	52,640	
Lakeland Library Co-op Services	-	
ILS Fees	-	
Licenses and Fees	-	
<b>Total Contractual and Professional Services</b>	<b>53,840</b>	<b>0.44%</b>
Programming & Outreach Supplies	45,625	
Programming Services	36,940	
Speakers/Performers	21,730	
<b>Total Programming and Outreach</b>	<b>104,295</b>	<b>0.85%</b>
Maintenance Contracts	-	
Cell Phones/Stipends	11,060	
Branch Maintenance Fees	481,768	
Repairs & Maintenance	8,300	
<b>Total Maintenance and Utilities</b>	<b>501,128</b>	<b>4.08%</b>
Staff Development, Conferences & Dues	148,841	
<b>Total Staff Development</b>	<b>148,841</b>	<b>1.21%</b>
Parking	1,030	
Mileage Reimbursement	35,750	
Branch Local Mis - Restricted Donation Exp	219,705	
Advertising	2,725	
Promotions/Marketing	2,780	
Miscellaneous	4,900	
Sales Taxes	500	
MEL Return Items	-	
<b>Total Other Expenditures</b>	<b>267,390</b>	<b>2.18%</b>
Land Improvements - Depreciable	3,000	
Technology - Non-Depreciable	700	
Equipment/Furniture - Non Depreciable	48,900	
Equipment/Furniture - Depreciable	5,450	
<b>Total Capital Outlay</b>	<b>58,050</b>	<b>0.47%</b>
<b>TOTAL BRANCH SERVICES EXPENDITURES</b>	<b>12,270,543</b>	<b>100%</b>



**KENT DISTRICT LIBRARY**  
**2022 OPERATING BUDGET**  
 LIBRARY SERVICES

	2022 Budget	% of 2022 Library Services Budget
Wages	1,475,957	
<b>Total Wages</b>	<b>1,475,957</b>	<b>20.80%</b>
FICA	112,911	
Health	212,922	
Retirement	101,424	
Other Benefits	60,400	
<b>Total Employee Benefits</b>	<b>487,657</b>	<b>6.87%</b>
OverDrive	1,540,000	
Hoopla	600,000	
Other Digital Collection	136,145	
Electronic Resources	222,938	
<b>Total Collections - Digital</b>	<b>2,499,083</b>	<b>35.22%</b>
Subscriptions	79,040	
KDL Cruisers	9,228	
Collection Materials - Depreciable	968,300	
CD/DVD Collection Materials - Non Depr	408,500	
Beyond Books Collection - Non Depr	501,000	
<b>Total Collections - Physical</b>	<b>1,966,068</b>	<b>27.71%</b>
Collection Processing	198,949	
Supplies	2,260	
Technology & Accessories < \$1,000	3,753	
<b>Total Supplies</b>	<b>204,962</b>	<b>2.89%</b>
Software	111,765	
Delivery Services	157,767	
Lakeland Library Co-op Services	6,107	
ILS Fees	147,300	
Licenses and Fees	6,500	
<b>Total Contractual and Professional Services</b>	<b>429,439</b>	<b>6.05%</b>
Maintenance Contracts	1,000	
Cell Phones/Stipends	1,020	
Repairs & Maintenance	500	
<b>Total Maintenance and Utilities</b>	<b>2,520</b>	<b>0.04%</b>
Staff Development, Conferences & Dues	24,421	
<b>Total Staff Development</b>	<b>24,421</b>	<b>0.34%</b>
Parking	180	
Mileage Reimbursement	2,400	
MEL Return Items	3,400	
<b>Total Other Expenditures</b>	<b>5,980</b>	<b>0.08%</b>
<b>TOTAL LIBRARY SERVICES EXPENDITURES</b>	<b>7,096,087</b>	<b>100%</b>

**Collection Services**

Salary & Wages	669,852
Employee Benefits	223,659
Supplies	200,862
Contractual & Prof Services	347,674
Maintenance & Utilities	2,040
Staff Development	6,540
Other Expenditures	3,650
<b>Total Collection Services</b>	<u><u>1,454,277</u></u>

**Collection Development**

Salary & Wages	282,937
Employee Benefits	110,157
Collections - Digital	2,499,083
Collections - Physical	1,966,068
Supplies	2,050
Contractual & Prof Services	36,930
Maintenance & Utilities	-
Staff Development	6,124
Other Expenditures	600
<b>Total Collection Development</b>	<u><u>4,903,949</u></u>

**Patron Services**

Salary & Wages	523,168
Employee Benefits	153,841
Supplies	2,050
Contractual & Prof Services	44,835
Maintenance & Utilities	480
Staff Development	11,757
Other Expenditures	1,730
<b>Total Patron Services</b>	<u><u>737,861</u></u>

**KENT DISTRICT LIBRARY**  
**2022 OPERATING BUDGET**  
ENGAGEMENT

	2022 Budget	% of 2022 Engagement Budget
Wages	850,366	
<b>Total Wages</b>	<b>850,366</b>	<b>35.79%</b>
FICA	65,053	
Health	135,779	
Retirement	62,074	
Other Benefits	34,000	
<b>Total Employee Benefits</b>	<b>296,906</b>	<b>12.50%</b>
Supplies	20,650	
KDL Staff Event, Supplies & Awards	300	
Technology & Accessories < \$1,000	5,658	
Promotions Supplies	37,850	
Other Awards/Prizes	119,750	
Books (not for circulation)	20,500	
Mail/Postage	25,100	
Copier/Printer Overage Charges	30,000	
<b>Total Supplies</b>	<b>259,808</b>	<b>10.93%</b>
Software	135,731	
Professional and Other Contracted Services	53,500	
Delivery Services	4,400	
Security Services	-	
Lakeland Library Co-op Services	-	
KDL Staff Event Services	600	
Catering	17,950	
Employee & Partner Care	1,200	
ILS Fees	-	
Licenses and Fees	4,450	
<b>Total Contractual and Professional Services</b>	<b>217,831</b>	<b>9.17%</b>
Programming & Outreach Supplies	106,650	
Programming Services	10,800	
Speakers/Performers	188,050	
<b>Total Programming and Outreach</b>	<b>305,500</b>	<b>12.86%</b>
Mobile Hotspots	1,056	
Cell Phones/Stipends	3,840	
Telephones	660	
Repairs & Maintenance	14,970	
Rentals & Leases	7,500	
<b>Total Maintenance and Utilities</b>	<b>28,026</b>	<b>1.18%</b>
Staff Development, Conferences & Dues	35,534	
<b>Total Staff Development</b>	<b>35,534</b>	<b>1.50%</b>
Gas & Oil	6,720	
Parking	1,470	
Mileage Reimbursement	9,504	
Website	154,400	
Advertising	105,000	
Outsourced Printing & Publishing	67,500	
Promotions/Marketing	15,000	
Sponsorships/Donations	14,725	
Insurance	2,408	
Miscellaneous	500	
<b>Total Other Expenditures</b>	<b>377,227</b>	<b>15.88%</b>
Land Improvements - Depreciable	-	
Building Improvements - Depreciable	-	
Technology - Non-Depreciable	-	
Equipment/Furniture - Non Depreciable	2,500	
Equipment/Furniture - Depreciable	2,320	
<b>Total Capital Outlay</b>	<b>4,820</b>	<b>0.20%</b>
<b>TOTAL ENGAGEMENT EXPENDITURES</b>	<b>2,376,018</b>	<b>100%</b>

**Bookmobile**

Salary & Wages	162,854
Employee Benefits	50,069
Supplies	10,283
Contractual & Prof Services	6,500
Programming & Outreach	6,500
Maintenance & Utilities	15,704
Staff Development	8,275
Other Expenditures	10,173
<b>Total Bookmobile</b>	<u><u>270,358</u></u>

**Community Engagement**

Salary & Wages	73,000
Employee Benefits	30,449
Supplies	30,050
Contractual & Prof Services	35,177
Programming & Outreach	20,100
Maintenance & Utilities	732
Staff Development	6,769
Other Expenditures	9,529
Capital Outlays	2,320
<b>Total Community Engagement</b>	<u><u>208,126</u></u>

**Marketing & Communications**

Salary & Wages	243,645
Employee Benefits	94,559
Supplies	75,925
Contractual & Prof Services	116,800
Programming & Outreach	6,700
Maintenance & Utilities	8,690
Staff Development	2,500
Other Expenditures	347,400
Capital Outlays	-
<b>Total Marketing &amp; Communications</b>	<u><u>896,219</u></u>

**Programming**

Salary & Wages	207,700
Employee Benefits	78,860
Supplies	142,550
Contractual & Prof Services	35,354
Programming & Outreach	272,200
Maintenance & Utilities	2,420
Staff Development	12,550
Other Expenditures	8,125
Capital Outlays	2,500
<b>Total Programming</b>	<u><u>762,259</u></u>

<b>Administrative</b>	
Salary & Wages	163,167
Employee Benefits	42,969
Supplies	1,000
Contractual & Prof Services	24,000
Programming & Outreach	-
Maintenance & Utilities	480
Staff Development	5,440
Other Expenditures	2,000
Capital Outlays	-
<b>Total Administrative</b>	<u><u>239,056</u></u>

<b>Total Engagement</b>	
Salary & Wages	850,366
Employee Benefits	296,906
Supplies	259,808
Contractual & Prof Services	217,831
Programming & Outreach	305,500
Maintenance & Utilities	28,026
Staff Development	35,534
Other Expenditures	377,227
Capital Outlays	4,820
<b>Total Engagement</b>	<u><u>2,376,018</u></u>