

Kent
District
Library



NOVEMBER
2021
BOARD OF TRUSTEES
MEETING PACKET



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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, November 18, 2021, at 7:00 PM.

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. CONSENT AGENDA*
 - A. Approval of Agenda
 - B. Approval of Minutes: October 28, 2021
- 4. LIAISON REPRESENTATIVE COMMENTS
- 5. PUBLIC COMMENTS**
- 6. PUBLIC HEARING – 2022 Budget* *Roll Call Vote*
- 7. FINANCE REPORTS – October 2021*
- 8. LAKELAND LIBRARY COOPERATIVE REPORT
- 9. DIRECTOR’S REPORT – October 2021
- 10. NEW BUSINESS
 - A. Executive Director’s Evaluation: Request for December Closed Session*
 - B. 2022 Strategic Initiatives
 - C. Issue Analysis: Maner Costerisan Auditing Extension—*First Reading**
 - D. Resolution: Health Insurance Funding* *Roll Call Vote*
 - E. Resolution: Approval of 2021 Budget* *Roll Call Vote*
- 11. LIAISON REPRESENTATIVE COMMENTS
- 12. PUBLIC COMMENTS**
- 13. BOARD MEMBER COMMENTS
- 14. MEETING DATES

Next Meeting - Thursday, December 16, 2021 – KDL Service & Meeting Center, 4:30 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.”*



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

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

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

BOARD ABSENT: None.

STAFF PRESENT: Jaci Cooper, Sheri Glon (teleconference), Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Christine Mwangi (teleconference), Kurt Stevens, Lance Werner and Jennifer Zeilbeck (teleconference).

GUESTS PRESENT: Dan Brubaker

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

A. Approval of Agenda

B. Approval of Minutes: September 23, 2021

C. Request for late closure of Amy Van Andel Library at 9:00 PM on Friday, December 3, 2021, to accommodate the Tinsel, Treats and Trolleys event in the Village of Ada.

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE

Regional Manager I Josh Bernstein and Regional Manager II Eric DeHaan shared updates:

Grandville Branch

- Opening weekend was a huge success with over 3,500 visitors to the library from Thursday night through Sunday afternoon.

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- Staff have been hard at work for the last two months with school outreach opportunities and book talks with high school students have been particularly busy. Staff have seen over 550 high school students so far.
- A+ Partners had their first meeting in over 2 years, re-opening a group partnership with Grandville Public Schools.

Byron Township Branch

- Had the highest number of Summer Wonder completers (1,331) in all of KDL!
- The adult book club is back in-person with pre-COVID attendance numbers.
- Youth staff participated in Byron Township's Trunk or Treat program and were able to connect with hundreds of kids as a result.
- Circulation numbers have been climbing over the last few months, often rivaling some of the larger branches (almost 18K last month and touching 24K over the summer).

The Board asked questions and staff responded.

5. LIAISON REPRESENTATIVE COMMENTS – None

6. PUBLIC COMMENTS** – Dan Brubaker is impressed with the tremendous work that KDL is doing in the community.

7. FINANCE REPORTS – September 2021*

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

- Cash flow appears to be less than last year with \$19.3M compared to \$20M.
- KDL is 75% through the fiscal year, has collected 98% of budgeted annual revenue and has spent 65% of budgeted expenditures.
- The largest checks written for the month of September were \$127K to IP Consulting for their monthly service and for the phone update and \$125K to Priority Health for staff healthcare coverage.
- There were no voided checks for the month of August.

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

8. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema gave the following update on LLC New Business:

- The LLC Director received an Annual Evaluation and was elected to the Presidency of the Coop Organization.
- The Operating Budget Amendment was approved.
- Spring Lake celebrated its 20-year anniversary in the current building.

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- MLA President Kelly Richards has taken a Director position in Philadelphia.

9. DIRECTOR'S REPORT – September 2021

- Executive Director Lance Werner congratulated MLA President Kelly Richards on his new director position in Philadelphia. He also appreciates Regional Manager Josh Bernstein's support of Intellectual Freedom at the Byron Township Meeting.
- Finance Manager Emily Whalen will start on Monday, November 1 and Director of Library Operations Jennifer DeVault will start on Monday, November 29. Though Executive Director Werner has enjoyed working as a dual CEO/COO during the search for a new director and has enjoyed connecting with KDL's managers, he is excited to welcome Ms. DeVault to the role.
- Mission Read Update: Cedar Spring is no longer accepting new applicants.
- Director of Human Resources + Organizational Development Brian Mortimore acknowledged Executive Director Lance Werner and awarded him with a name badge stating, "Lance Werner, Defender of the Constitution."

10. NEW BUSINESS

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

The Interim Director of Finance reviewed the 2022 KDL Budget.

The Board asked questions and KDL Leadership answered the questions.

11. LIASON REPRESENTATIVE COMMENTS – None.

12. PUBLIC COMMENTS** – None.

13. BOARD MEMBER COMMENTS

Ms. Bruursema – Chair Bruursema echoed previously shared sentiments of the Board and community members and is very proud of KDL and their representation within the community. She enjoyed the Ribbon Cutting at the Grandville Branch and is pleased to see that Ada and Grandville have a shining light on KDL.

Mr. Erlewein – Mr. Erlewein is proud of Executive Director Lance Werner and is proud of the Leadership shown in the 2022 Budget Review. He is looking forward to the KDL store.

Mr. Dykhuis – Mr. Dykhuis was happy with the expansion of the Grandville Branch.

Ms. Gilreath-Watts – Ms. Gilreath-Watts had Grandville Branch Librarian Katie Lawrence attend a class session wherein she was able to sign up new patrons and get kids engaged in reading books and presenting the right amount of variety. She is appreciative of Interim

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Director Kim Lindsay and the KDL Leadership team for being good stewards of KDL to the public and managing funds appropriately.

Mr. Myers – Mr. Myers joined via teleconference due to personal non-emergent surgery that is keeping him at home. He asked that KDL utilize the names of the four board members who reviewed the budget more closely when presenting the motion during the Budget Hearing in November.

Mr. Noreen – Mr. Noreen echoes all the praise from the Board and community members.

Ms. Oliver – Ms. Oliver is proud of the stance KDL has taken with Intellectual Freedom. She is excited about KDL's Strategic Plan and projects and stated that it is a wonderful time for KDL.

Ms. Weller – Ms. Weller is very proud of Executive Director Lance Werner and the great work on the 2022 Budget.

14. MEETING DATES

Regular Meeting: Thursday, November 18, 2021 – Kent District Library Service and Meeting Center or via teleconference, 7:00 PM.

15. ADJOURNMENT

Motion: Ms. Weller for adjournment at 6:17 PM.

Support: Supported by Ms. Oliver.

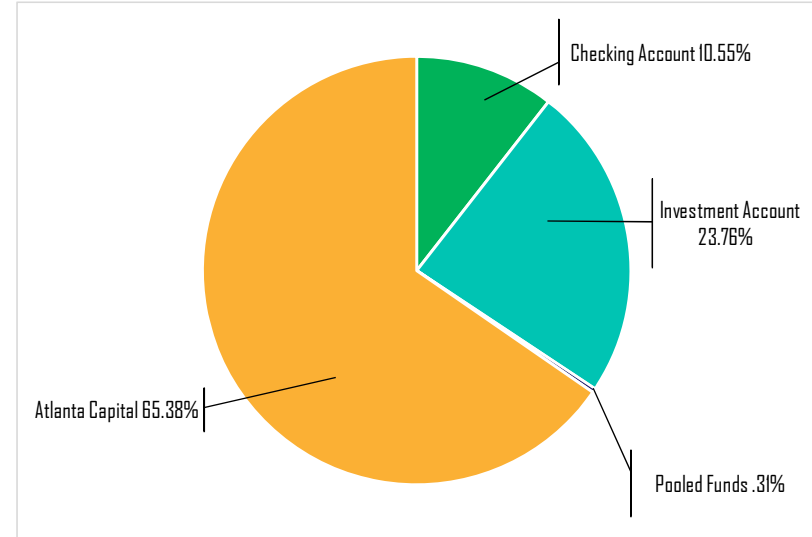
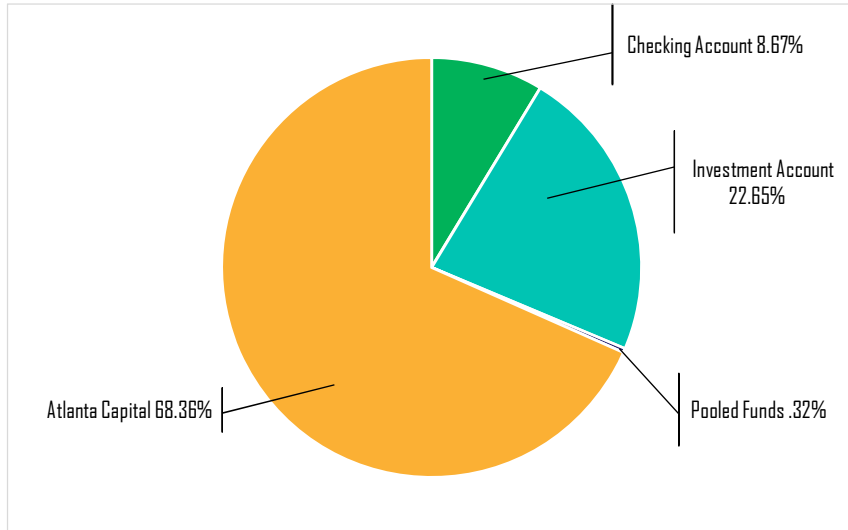
RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



Monthly Cash Position Per Bank Month ended October 31



2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$1,511,879.27
Huntington Investment Account	0.010%	\$3,952,709.03
*Kent County Pooled Funds	0.653%	\$55,827.32
Atlanta Capital Investments		\$11,926,822.00
		\$17,447,237.62

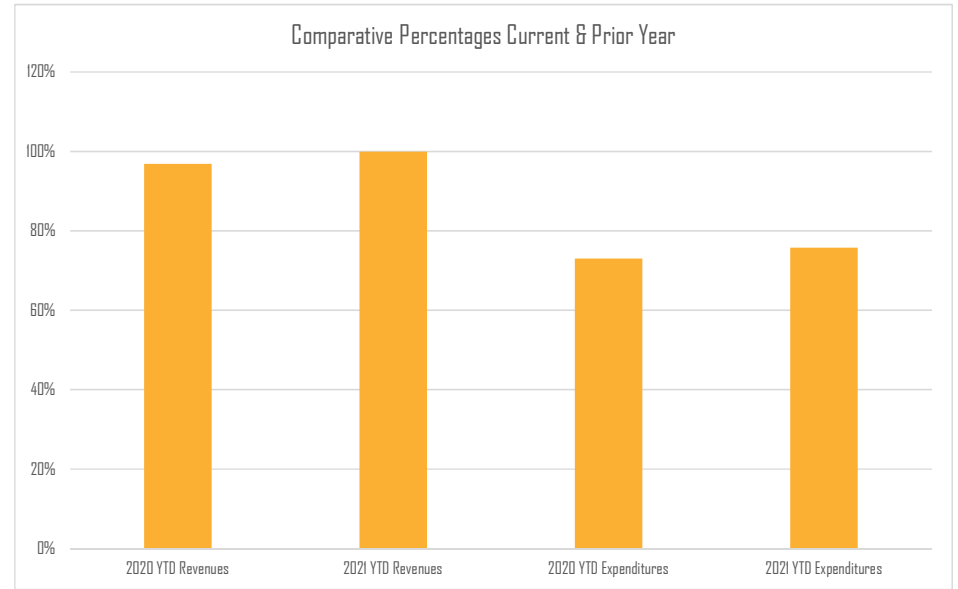
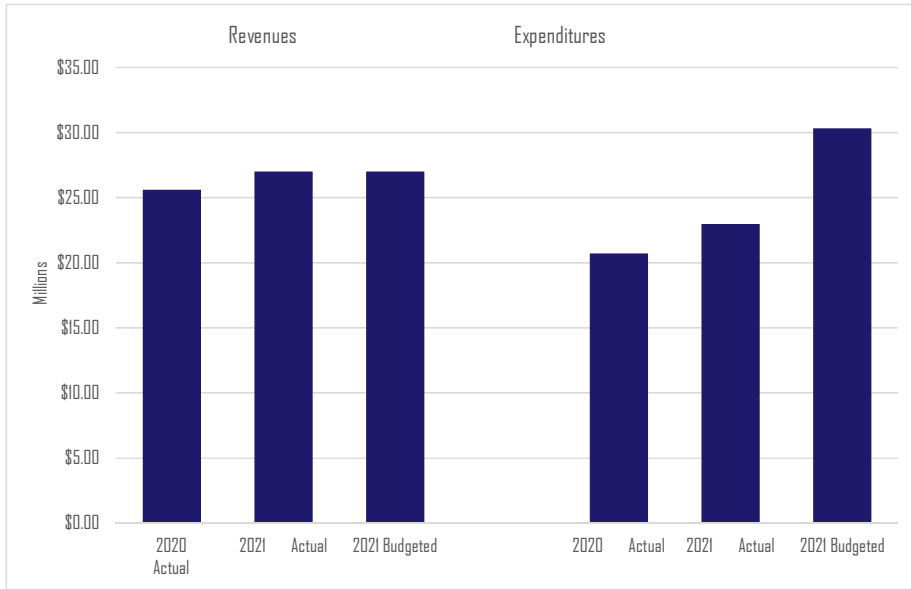
2020		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$1,916,613.92
Huntington Investment Account	0.018%	\$4,317,558.92
*Kent County Pooled Funds	0.760%	\$56,401.36
Atlanta Capital Investments	0.000%	\$11,878,846.00
		\$18,169,420.20

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended October 31



Budget to Actual with Prior Year Comparison		
Revenues		
2020 Actual	\$	25,619,824
2021 Actual	\$	27,013,121
2021 Budgeted	\$	27,025,126
Expenditures		
2020 Actual	\$	20,738,210
2021 Actual	\$	22,991,684
2021 Budgeted	\$	30,334,272

Comparative Percentages Current & Prior Year	
Account	Amount
2020 YTD Revenues	96.9%
2021 YTD Revenues	100.0%
2020 YTD Expenditures	73.1%
2021 YTD Expenditures	75.8%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2021 Through 10/31/2021
(In Whole Numbers)

	YTD Actual	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	24,187,494	24,272,208	(84,714)	(0)%
Penal Fines	591,227	550,000	41,227	7 %
Charges for Services	38,952	35,000	3,952	11 %
Interest Income	17,488	253,500	(236,012)	(93)%
Public Donations	219,307	376,945	(157,638)	(42)%
Other Revenue	1,029,465	701,400	328,065	47 %
State Sources	929,188	836,073	93,115	11 %
Total Revenues	<u>27,013,121</u>	<u>27,025,126</u>	<u>(12,005)</u>	<u>(0)%</u>
Expenditures				
Salaries and Wages	10,152,098	13,004,693	2,852,595	22 %
Employee Benefits	2,846,073	4,218,780	1,372,707	33 %
Collections - Digital	2,259,902	2,154,425	(105,477)	(5)%
Collections - Physical	1,808,318	2,392,571	584,253	24 %
Supplies	464,042	862,428	398,386	46 %
Contractual and Professional Services	1,096,644	1,821,546	724,902	40 %
Programming and Outreach	106,941	373,580	266,639	71 %
Maintenance and Utilities	2,280,886	2,167,877	(113,009)	(5)%
Staff Development	53,709	225,826	172,117	76 %
Board Development	0	11,450	11,450	100 %
Other Expenditures	599,437	936,208	336,771	36 %
Capital Outlay	1,323,634	2,164,889	841,255	39 %
Total Expenditures	<u>22,991,684</u>	<u>30,334,272</u>	<u>7,342,589</u>	<u>24 %</u>
Excess Revenue Over (Under) Expenditures	<u>4,021,438</u>	<u>(3,309,146)</u>	<u>7,330,584</u>	<u>(222)%</u>

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 1/1/2021 Through 10/31/2021
(In Whole Numbers)

	YTD Ending October 31, 2020	YTD Ending October 31, 2021	Total Variance
Revenues			
Property Taxes	23,203,826	24,187,494	983,669
Penal Fines	619,366	591,227	(28,139)
Charges for Services	41,264	38,952	(2,312)
Interest Income	144,019	17,488	(126,531)
Public Donations	247,798	219,307	(28,491)
Other Revenue	456,357	1,029,465	573,109
State Sources	907,195	929,188	21,993
Total Revenues	<u>25,619,824</u>	<u>27,013,121</u>	<u>1,393,297</u>
Expenditures			
Salaries and Wages	10,104,555	10,152,098	47,543
Employee Benefits	2,786,815	2,846,073	59,258
Collections - Digital	1,881,953	2,259,902	377,949
Collections - Physical	1,645,025	1,808,318	163,293
Supplies	698,946	464,042	(234,904)
Contractual and Professional Services	916,464	1,096,644	180,181
Programming and Outreach	183,797	106,941	(76,856)
Maintenance and Utilities	1,372,909	2,280,886	907,976
Staff Development	108,990	53,709	(55,281)
Board Development	725	0	(725)
Other Expenditures	599,300	599,437	137
Capital Outlay	438,731	1,323,634	884,903
Total Expenditures	<u>20,738,210</u>	<u>22,991,684</u>	<u>2,253,474</u>
Excess Revenue Over (Under) Expenditures	<u>4,881,614</u>	<u>4,021,438</u>	<u>(860,176)</u>

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2021 Through 10/31/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402	766	23,941,486	24,006,516	(65,030)	(0)%
4412	358	6,754	10,000	(3,246)	(32)%
4432	0	34,638	16,000	18,638	116 %
4437	0	204,617	239,692	(35,075)	(15)%
	<u>1,125</u>	<u>24,187,494</u>	<u>24,272,208</u>	<u>(84,714)</u>	<u>(0)%</u>
Penal Fines					
4581	0	591,227	550,000	41,227	7 %
	<u>0</u>	<u>591,227</u>	<u>550,000</u>	<u>41,227</u>	<u>7 %</u>
Charges for Services					
4650	52	514	10,000	(9,486)	(95)%
4658	0	292	0	292	0 %
4660	(2)	1,003	5,000	(3,997)	(80)%
4685	3,124	37,143	20,000	17,143	86 %
	<u>3,175</u>	<u>38,952</u>	<u>35,000</u>	<u>3,952</u>	<u>11 %</u>
Interest Income					
4664	31	221	1,000	(779)	(78)%
4665	(24,517)	15,168	250,000	(234,832)	(94)%
4666	149	2,098	2,500	(402)	(16)%
	<u>(24,337)</u>	<u>17,488</u>	<u>253,500</u>	<u>(236,012)</u>	<u>(93)%</u>
Public Donations					
4673	16,438	185,144	176,945	8,199	5 %
4674	(4,761)	34,163	200,000	(165,837)	(83)%
	<u>11,678</u>	<u>219,307</u>	<u>376,945</u>	<u>(157,638)</u>	<u>(42)%</u>
Other Revenue					
4502	0	680,251	696,900	(16,649)	(2)%
4651	257	257	0	257	0 %
4667	0	100	0	100	0 %
4668	670	2,708	4,500	(1,792)	(40)%
4676	0	1,330	0	1,330	0 %
4686	544	4,503	0	4,503	0 %
4688	(2,741)	(710)	0	(710)	0 %
4690	0	2,739	0	2,739	0 %
4695	0	338,288	0	338,288	0 %
	<u>(1,270)</u>	<u>1,029,465</u>	<u>701,400</u>	<u>328,065</u>	<u>47 %</u>
State Sources					
4540	0	343,156	315,000	28,156	9 %
4541	0	41,073	41,073	0	0 %
4548	0	75,053	75,000	53	0 %
4549	469,907	469,907	405,000	64,907	16 %
	<u>469,907</u>	<u>929,188</u>	<u>836,073</u>	<u>93,115</u>	<u>11 %</u>
Total Revenues	<u>460,276</u>	<u>27,013,121</u>	<u>27,025,126</u>	<u>(12,005)</u>	<u>(0)%</u>

Expenditures

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2021 Through 10/31/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
Salaries and Wages					
5700 Board Stipend	0	2,250	3,720	1,470	40 %
5706 Extra duty stipends	700	4,300	5,202	902	17 %
5713 Salary & Wages	<u>1,425,349</u>	<u>10,145,548</u>	<u>12,995,772</u>	<u>2,850,224</u>	<u>22 %</u>
Total Salaries and Wages	1,426,049	10,152,098	13,004,693	2,852,595	22 %
Employee Benefits					
5709 FICA	104,923	746,065	993,840	247,775	25 %
5716 Defined Benefit Pension Plan Expenditures	0	0	80,959	80,959	100 %
5717 Defined Contribution Pension Plan Contributions	60,705	452,534	737,736	285,202	39 %
5718 Employee Health Benefits	113,751	1,224,962	1,754,802	529,840	30 %
5720 HSA/Flex	0	352,600	409,580	56,980	14 %
5723 Retiree Health Care OPEB	(466)	(4,659)	1,800	6,459	359 %
5724 Life Insurance	2,895	22,140	30,048	7,908	26 %
5725 Additional Life Insurance	0	6,192	28,377	22,186	78 %
5727 Gradifi Student Loan Assistance	2,691	34,507	138,532	104,026	75 %
5728 YMCA Membership Support	100	550	16,301	15,751	97 %
5730 Other Employee Benefits	753	11,182	16,804	5,622	33 %
5842 Unemployment Claims	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>100 %</u>
Total Employee Benefits	285,352	2,846,073	4,218,780	1,372,707	33 %
Collections - Digital					
5785 Cloud Library/OverDrive	433,530	1,483,530	1,400,000	(83,530)	(6)%
5786 Hoopla	110,000	483,500	410,000	(73,500)	(18)%
5787 Digital Collection	0	82,765	107,795	25,030	23 %
5788 Miscellaneous Electronic Access	<u>1,289</u>	<u>210,107</u>	<u>236,630</u>	<u>26,523</u>	<u>11 %</u>
Total Collections - Digital	544,819	2,259,902	2,154,425	(105,477)	(5)%
Collections - Physical					
5791 Subscriptions	99	73,378	77,600	4,222	5 %
5815 KDL Cruisers	4,956	29,991	29,991	0	0 %
5871 Branch Local Materials - Restricted Donation Expenditures	590	3,028	14,325	11,297	79 %
5982 Collection Materials - Depreciable	103,807	976,341	1,143,280	166,939	15 %
5983 CD/DVD Collection Materials - Non-Depreciable	44,103	313,780	551,750	237,970	43 %
5984 Beyond Books Collection - Non-Depreciable	41,226	411,800	575,625	163,825	28 %
Total Collections - Physical	<u>194,780</u>	<u>1,808,318</u>	<u>2,392,571</u>	<u>584,253</u>	<u>24 %</u>
Supplies					
5750 Collection Processing & AV Supplies	8,815	107,301	199,411	92,110	46 %
5751 Office & Misc Supplies	3,640	31,581	118,039	86,458	73 %
5752 Paper	3,291	18,578	29,340	10,762	37 %
5753 AV Supplies	0	240	0	(240)	0 %
5754 Disposable Technology <\$1000	339	78,515	0	(78,515)	0 %
5755 Maintenance Supplies - Custodial	366	5,500	47,160	41,661	88 %
5756 Water Cooler Supplies & Water	267	3,097	0	(3,097)	0 %
5757 Meeting Center Supplies	0	192	0	(192)	0 %
5760 Technology & Accessories <\$1000	2,523	55,765	165,670	109,905	66 %
5764 KDL Staff Event Supplies	0	0	26,000	26,000	100 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2021 Through 10/31/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
5765 Wellness Supplies	0	906	0	(906)	0 %
5766 Team KDL Supplies	6,316	7,099	0	(7,099)	0 %
5767 New EE Shirts/Tote Bags	0	1,209	5,000	3,791	76 %
5768 Promotions Supplies	1,561	9,372	33,743	24,370	72 %
5769 Service Awards	60	364	0	(364)	0 %
5770 Other Awards/Prizes	114	73,507	115,645	42,138	36 %
5771 Non-Alcoholic Beverages	435	2,443	19,722	17,279	88 %
5790 Books (not for circulation)	26	4,972	10,500	5,528	53 %
5799 Miscellaneous Supplies	0	13,411	0	(13,411)	0 %
5851 Mail/Postage	359	4,817	27,875	23,058	83 %
5900 Copier/Printer Overage Charges	8,745	45,173	64,323	19,150	30 %
Total Supplies	36,857	464,042	862,428	398,386	46 %
Contractual and Professional Services					
5792 Software	3,253	357,596	623,750	266,154	43 %
5801 Professional & Consulting Services	41,688	247,468	523,008	275,539	53 %
5804 Other Consultants	0	21,293	0	(21,293)	0 %
5805 Audit Services	0	32,300	34,000	1,700	5 %
5806 Legal Services	903	16,128	50,000	33,872	68 %
5809 Temporary Contracted Employees	0	0	15,000	15,000	100 %
5811 IT Contracted Services	1,481	21,724	0	(21,724)	0 %
5813 Delivery Services	12,800	112,180	154,368	42,188	27 %
5814 Security Services	340	35,562	53,316	17,754	33 %
5816 Employment Recruiter	1,794	3,159	0	(3,159)	0 %
5817 Lakeland Library Co-op services	1,527	5,810	4,950	(860)	(17)%
5818 Shredding services	75	736	550	(186)	(34)%
5819 Drug Screenings/background checks	180	1,946	3,500	1,554	44 %
5820 Other Professional Services	80	1,506	0	(1,506)	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	736	12,385	33,800	21,415	63 %
5829 Custodial/cleaning services	530	5,223	29,450	24,227	82 %
5830 Other Contracted Services	0	18,325	0	(18,325)	0 %
5834 Wellness Services	0	2,700	0	(2,700)	0 %
5836 Employee & Partner Care (Flowers, Etc)	320	2,774	6,500	3,726	57 %
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	504	4,207	7,500	3,293	44 %
5956 Other Benefits Administration Fees	350	23,982	34,500	10,518	30 %
5957 Pension Administration Fees	1,202	3,773	6,600	2,827	43 %
5958 Payroll processing fees	5,132	45,523	41,000	(4,523)	(11)%
5960 Banking Fees	496	1,891	8,450	6,559	78 %
5961 TSYS/Credit Card Fees	2,527	16,103	11,850	(4,253)	(36)%
Total Contractual and Professional Services	75,916	1,096,644	1,821,546	724,902	40 %
Programming and Outreach					
5794 Outreach Supplies	635	10,296	0	(10,296)	0 %
5795 Programming & Outreach Supplies	3,055	34,458	157,490	123,032	78 %
5865 Programming Services	1,980	18,774	34,165	15,391	45 %
5885 Speakers/Performers	4,885	43,081	181,475	138,394	76 %
5950 Airport Free Library	332	332	450	118	26 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2021 Through 10/31/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
Total Programming and Outreach	10,887	106,941	373,580	266,639	71 %
Maintenance and Utilities					
5810 IT Infrastructure Services	58,228	582,282	400,000	(182,282)	(46)%
5822 Maintenance Contracts	700	5,074	7,300	2,226	30 %
5848 Mobile Hotspots	3,264	19,953	20,204	251	1 %
5849 Cell Phones/ Stipends	1,414	18,463	30,692	12,229	40 %
5850 Telephones	2,697	85,209	32,392	(52,818)	(163)%
5852 Internet/Telecomm Services	57,203	580,871	668,042	87,171	13 %
5918 Water/Sewer	1,143	2,884	3,500	616	18 %
5919 Waste Disposal	429	4,790	6,100	1,310	21 %
5920 Electric	4,252	41,717	75,000	33,283	44 %
5921 Natural Gas	41	5,678	15,000	9,322	62 %
5925 Lawncare & Snowplowing	530	11,614	26,300	14,686	56 %
5926 Lawn/Landscaping	0	1,516	0	(1,516)	0 %
5928 Branch Maintenance Fees	105,897	418,310	420,907	2,597	1 %
5929 Land Repair and Maintenance	0	735	3,300	2,565	78 %
5930 Building Repair and Maintenance	11,647	95,592	88,000	(7,592)	(9)%
5931 Equipment Repair and Maintenance	267	5,229	24,750	19,520	79 %
5932 Vehicle Repairs and Maintenance	482	3,034	12,900	9,866	76 %
5933 Software & IT Hardware Maintenance Agreements	58,060	157,597	93,168	(64,429)	(69)%
5934 Other Repair and Maintenance	0	81	1,450	1,369	94 %
5940 Rentals	1,404	223,044	186,064	(36,980)	(20)%
5941 Printer/Copier Leases	4,085	17,211	52,808	35,597	67 %
Total Maintenance and Utilities	311,746	2,280,886	2,167,877	(113,009)	(5)%
Staff Development					
5910 Staff Development & Conferences	6,118	46,378	214,596	168,218	78 %
5911 Conferences	(300)	6,189	0	(6,189)	0 %
5913 Travel/Lodging	0	1,142	11,230	10,088	90 %
Total Staff Development	5,818	53,709	225,826	172,117	76 %
Board Development					
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 %
Other Expenditures					
5759 Gas, Oil, Grease	155	1,830	9,220	7,390	80 %
5860 Parking	0	33	6,245	6,213	99 %
5861 Mileage Reimbursement	3,410	16,133	72,014	55,882	78 %
5870 Branch Local Misc - Restricted Donation Expenditures	(26,843)	106,700	212,620	105,920	50 %
5873 Website	2,122	127,186	134,060	6,874	5 %
5874 Employment Advertising	0	0	1,000	1,000	100 %
5875 System Advertising	8,165	78,467	97,150	18,683	19 %
5879 Branch Advertising	0	340	3,525	3,185	90 %
5884 Royalty Free Creative(Photography, Video, etc)	47	2,066	8,700	6,634	76 %
5901 Outsourced Printing & Publishing	2,576	32,204	61,500	29,296	48 %
5906 Promotions/Marketing	50	3,702	9,420	5,718	61 %
5907 Sponsorships/Donations	1,500	14,700	0	(14,700)	0 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2021 Through 10/31/2021
(In Whole Numbers)

	Current Month	2021 YTD	2021 Original Budget	2021 Original Budget to Actual Variance	Percent Remaining
5912 Meetings	826	5,164	31,550	26,386	84 %
5915 Memberships, Dues & Fees	1,235	36,378	66,135	29,757	45 %
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	709	6,882	20,000	13,118	66 %
5938 Bond Insurance	0	10,724	11,873	1,149	10 %
5939 Workers Compensation Insurance	361	17,236	48,000	30,764	64 %
5942 Errors and Omissions Insurance	0	25	25	0	0 %
5955 Miscellaneous	(649)	(306)	5,870	6,176	105 %
5959 Sales Taxes	1	5	500	495	99 %
5964 Property Tax Reimbursement	7,805	47,923	55,380	7,457	13 %
5965 MEL Return Items	202	2,281	3,000	719	24 %
5970 Payments to the Endowment Fund	10	10	0	(10)	0 %
Total Other Expenditures	1,681	599,437	936,208	336,771	36 %
Capital Outlay					
5974 Land Improvements - Depreciable	0	0	200,000	200,000	100 %
5975 Building Improvements - Non-Depreciable	41,749	176,759	650,000	473,241	73 %
5976 Building Improvements - Depreciable	0	293,845	0	(293,845)	0 %
5977 Technology - Non-Depreciable (\$1000-4999)	37,770	600,014	724,584	124,570	17 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	171,612	248,016	580,275	332,259	57 %
5980 Equipment/Furniture - Depreciable (\$5000+)	0	5,000	10,030	5,030	50 %
Total Capital Outlay	251,131	1,323,634	2,164,889	841,255	39 %
Total Expenditures	3,145,035	22,991,684	30,334,272	7,342,589	24 %
Excess Revenue Over (Under) Expenditures	(2,684,759)	4,021,438	(3,309,146)	7,330,584	(222)%

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 10/1/2021 Through 10/31/2021

Check Number	Vendor Name	Check Amount	Check Date
82881	Overdrive, Inc	350,000.00	10/15/2021
82956	IP Consulting, Inc.	173,223.21	10/29/2021
82955	Interphase Office Interiors, Inc.	140,820.40	10/29/2021
82971	Midwest Tape	120,917.74	10/29/2021
212610000722	Priority Health	120,250.30	10/4/2021
82975	Overdrive, Inc	83,530.00	10/29/2021
82848	IP Consulting, Inc.	80,150.88	10/15/2021
82893	TerHorst & Rinzema Construction Co.	74,816.00	10/15/2021
82815	Everstream Holding LLC- Michigan	54,542.36	10/15/2021
9889651310	Verizon Wireless - MiFy Routers & Cell phones	42,492.21	10/25/2021
82954	Ingram Library Services Llc	41,314.28	10/29/2021
82846	Ingram Library Services Llc	38,259.81	10/15/2021
10192021	The Huntington Bank - Michigan	32,816.98	10/19/2021
82988	TMC Furniture, Inc.	25,000.00	10/29/2021
82797	City Of Kentwood Treasurer	23,145.48	10/15/2021
82820	Gantry Business Solutions LLC	20,073.00	10/15/2021
82805	Comerica Bank	17,421.71	10/15/2021
82800	City Of Wyoming - Treasurer's Office	15,406.23	10/15/2021
M0136542266-1	American Heritage Life Insurance Company / Allstate Benefits	13,958.65	10/1/2021
212580001579	Priority Health	11,592.76	10/1/2021
82795	City Of East Grand Rapids	10,106.25	10/15/2021
82885	Practical Political Consulting, Inc.	9,569.60	10/15/2021
82884	Plainfield Charter Township	9,424.13	10/15/2021
82796	City Of Grandville	8,718.00	10/15/2021
82876	Noordyk Business Equipment	8,688.81	10/15/2021
82793	Cascade Charter Township	8,217.38	10/15/2021
82784	Angela Dominguez	8,150.00	10/15/2021
82810	El Informador LLC	8,000.00	10/15/2021
82911	Baker & Taylor	7,973.91	10/29/2021
82779	Ada Township	7,740.38	10/15/2021
82888	Same Day Delivery, Inc	7,168.00	10/15/2021
82867	Midwest Tape	6,418.43	10/15/2021
82925	Fruit Ridge Hayrides LLC	6,216.00	10/29/2021
82896	Thomas Klise/Crimson Multimedia	6,180.00	10/15/2021
82792	Caledonia Township	5,799.00	10/15/2021
82903	Zoobean, Inc.	5,795.00	10/15/2021
82982	Same Day Delivery, Inc	5,632.00	10/29/2021
82983	Scholastic Library Publishing	5,154.00	10/29/2021
82822	GR Bikes, LLC	4,956.00	10/15/2021
82791	Byron Township	4,728.75	10/15/2021
82987	Thomas Klise/Crimson Multimedia	4,580.00	10/29/2021
207057790368	Consumers Energy	4,251.82	10/4/2021
82909	Atlanta Capital Management Co, LLC	4,085.00	10/29/2021
82821	Governmental Consultant Services Inc.	4,000.00	10/15/2021
INV02734347	Paycor, Inc.	3,947.31	10/14/2021
82898	UAW Local 2600	3,882.58	10/15/2021
82818	Gaines Charter Township	3,472.50	10/15/2021
82799	City Of Rockford	3,208.13	10/15/2021
82930	Grand Rapids Community Foundation	3,096.00	10/29/2021
82874	Nelson Township	2,957.25	10/15/2021
82798	City Of Lowell	2,902.88	10/15/2021
1054021-1021	PLIC - SBD Grand Island	2,894.87	10/1/2021

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 10/1/2021 Through 10/31/2021

Check Number	Vendor Name	Check Amount	Check Date
82900	Walker City Treasurer	2,850.00	10/15/2021
82787	Baker & Taylor	2,773.77	10/15/2021
230828	TelNet Worldwide, Inc.	2,696.89	10/25/2021
82912	Blackstone Audio Inc	2,686.60	10/29/2021
82851	Jeffrey Bohl Sculpture	2,400.00	10/15/2021
82892	Staples Business Advantage	2,174.83	10/15/2021
82914	Caseling Custom Cases	2,117.50	10/29/2021
82931	Greatamerica Financial Svcs.	2,101.26	10/29/2021
82870	MOD Signs, Inc. / Postema Signs & Graphics	2,100.00	10/15/2021
82789	Bowne Township	2,052.00	10/15/2021
82864	Max Lockwood	2,050.00	10/15/2021
82819	Cengage Learning	2,011.42	10/15/2021
529471	123.Net, Inc	1,724.00	10/13/2021
82964	Library Ideas, Llc	1,719.90	10/29/2021
AP-206435218620	Consumers Energy	1,719.35	10/7/2021
82808	David Palma	1,650.00	10/15/2021
82973	Norley Furniture LLC	1,650.00	10/29/2021
82906	Adtegrity / Media Place Partners	1,640.10	10/29/2021
82781	Advanced Benefit Solutions, Inc / 44 North	1,597.00	10/15/2021
82869	MLA- Michigan Library Association	1,595.00	10/15/2021
82859	Lakeland Library Cooperative	1,527.25	10/15/2021
82904	A Glimpse of Africa	1,500.00	10/29/2021
82894	The American College	1,500.00	10/15/2021
82847	Interphase Office Interiors, Inc.	1,479.64	10/15/2021
82880	Olson HR Solutions / Peggy Olson	1,470.00	10/15/2021
82981	RNL Graphics Solutions, LLC	1,436.52	10/29/2021
82878	Northeast Print House	1,375.00	10/15/2021
82871	Lifeworks (US) LTD.	1,328.67	10/15/2021
82858	Kushner & Company Inc	1,201.72	10/15/2021
82794	Central Michigan Paper	1,150.00	10/15/2021
82979	Plainfield Charter Township	1,143.40	10/29/2021
82783	Alpine Township	1,127.63	10/15/2021
82916	Central Michigan Paper	1,110.00	10/29/2021
82897	Tyrone Township	1,096.13	10/15/2021
82816	Findaway World, Llc	1,075.59	10/15/2021
82811	El Vocero	1,000.00	10/15/2021
82932	Hannah Berry / Lions & Rabbits LLC	1,000.00	10/29/2021
82857	Ken Gelder Services LLC	975.91	10/15/2021
82817	Foster, Swift, Collins & Smith, P.C.	903.00	10/15/2021
82829	Hodges Coaching LLC	900.00	10/15/2021
82989	Town & Country Technologies	880.76	10/29/2021
82882	Pam Spring Advertising, Llc	855.00	10/15/2021
82994	Xerox Financial Services LLC	815.64	10/29/2021
82990	Troost Service Company	769.73	10/29/2021
82873	Nationwide	767.06	10/15/2021
82889	Spencer Township	750.00	10/15/2021
82788	Blackstone Audio Inc	665.00	10/15/2021
INV02769876	Paycor, Inc.	605.00	10/28/2021
82919	Dawn Lewis	602.99	10/29/2021
82963	Lewis Paper	601.81	10/29/2021
82813	Employee Assistance Center (EAC)	595.00	10/15/2021
82924	Findaway World, Llc	586.09	10/29/2021
INV02676593	Paycor, Inc.	579.50	10/1/2021

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 10/1/2021 Through 10/31/2021

Check Number	Vendor Name	Check Amount	Check Date
82918	Crabtree Publishing Co.	574.00	10/29/2021
82862	Lowery Corp / Applied Imaging	568.40	10/15/2021
82976	Pamela Groom / Live Action Puppets	550.00	10/29/2021
RIS0003692219	Delta Dental Of Michigan	539.24	10/12/2021
82824	Grand Rapids Building Services	530.00	10/15/2021
82782	All Season Lawn Care	529.67	10/15/2021
82965	Michigan Office Solutions (MOS)	503.34	10/29/2021
82860	Legal Shield	496.50	10/15/2021
82895	The ScribbleBooks Company, Inc	495.00	10/15/2021
82977	Penworthy Co.	454.10	10/29/2021
82933	Hodges Coaching LLC	450.00	10/29/2021
2305859	Arrowaste	429.40	10/18/2021
82861	Lewis Paper	429.08	10/15/2021
82959	Jeffrey Bohl Sculpture	400.00	10/29/2021
82961	Kalamazoo Sanitary Supply / KSS Enterprises	396.93	10/29/2021
82790	The Lillie Labor Law Firm P.C.	390.00	10/15/2021
82786	Aqua Blue Aquarium Solutions	378.00	10/15/2021
82901	Wolverine Printing Company	361.00	10/15/2021
82991	Uline Shipping Supply Specialists	355.99	10/29/2021
82926	Cengage Learning	354.28	10/29/2021
82809	DK Security	340.00	10/15/2021
82886	Real Space LLC	320.00	10/15/2021
82972	Modern RV Center	311.91	10/29/2021
82868	Michael Fornes / Sundown Productions	300.00	10/15/2021
82929	Grand Rapids Center for Mindfulness LLC	290.00	10/29/2021
014712	Medtipster.com, LLC.	288.69	10/20/2021
82879	Occupational Health Centers of Michigan, P.C.	263.23	10/15/2021
82827	GreenMichigan.org	250.00	10/15/2021
82962	Legal Shield	248.25	10/29/2021
82917	Comcast Cable	218.40	10/29/2021
82802	Comcast Cable	218.40	10/15/2021
82801	CJem Properties LLC	200.00	10/15/2021
82907	Amanda Smith	200.00	10/29/2021
82823	Grainger	200.00	10/15/2021
82825	Grand Rapids Community Foundation	180.00	10/15/2021
82855	Kelloggsville Public Schools	175.00	10/15/2021
82899	Walgreen Co	157.50	10/15/2021
82828	Heart Of West Michigan United Way	156.00	10/15/2021
82780	Absopure Water Company	155.50	10/15/2021
82826	Greatamerica Financial Svcs.	152.02	10/15/2021
82905	Absopure Water Company	146.50	10/29/2021
82915	Center Point Publishing	143.82	10/29/2021
82804	Comcast Cable	134.90	10/15/2021
82978	Performance Assessment Network	130.00	10/29/2021
82807	David Kampfschulte / Amazing Circles Workshops	125.00	10/15/2021
82803	Comcast Cable	124.90	10/15/2021
82928	Grainger	121.38	10/29/2021
82923	Employment Screening Resources	120.00	10/29/2021
82921	Disability Advocates of Kent County	100.00	10/29/2021
82852	Joshua Watson / Compass Health and Wellness	100.00	10/15/2021
82974	Occupational Health Centers of Michigan, P.C.	97.69	10/29/2021
82985	Shelby Paulk	95.95	10/29/2021

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 10/1/2021 Through 10/31/2021

Check Number	Vendor Name	Check Amount	Check Date
IN2140523	TASC	94.02	10/1/2021
IN2176756	TASC	94.02	10/26/2021
82908	Aqua Blue Aquarium Solutions	85.00	10/29/2021
82960	Jennifer Braaten	84.99	10/29/2021
9887505827	Verizon Wireless - MiFy Routers & Cell phones	83.10	10/5/2021
82993	Western Michigan University Thomas M Cooley Law School	80.00	10/29/2021
82992	Vital Records Holdings, LLC / VRC Companies, LLC	75.00	10/29/2021
82927	Gary Berkenpas	74.99	10/29/2021
82778	ABDO-Spotlight-Magic-Wagon	62.85	10/15/2021
82814	Employment Screening Resources	60.00	10/15/2021
82856	Kelly Wellman	60.00	10/15/2021
82913	Calvin University - Hekman Library	50.00	10/29/2021
82853	Julie Lee	41.98	10/15/2021
2036757-1021	Dte Energy	41.17	10/1/2021
82883	Peter White Public Library	31.95	10/15/2021
82877	Norley Furniture LLC	30.00	10/15/2021
82922	Eastern Michigan University	30.00	10/29/2021
82812	Elizabeth Scott	28.00	10/15/2021
82872	Nancy Prost	27.00	10/15/2021
82984	Sedreyana Harris	27.00	10/29/2021
82957	Isidro Suarez	20.00	10/29/2021
82854	Julie Myszak	18.36	10/15/2021
82785	Annette DeVries	17.99	10/15/2021
82986	Stacy Emmert	17.99	10/29/2021
82887	Samantha Roelofso	17.98	10/15/2021
82958	Jamie Vanderput	15.99	10/29/2021
82980	Rebecca Peterson	14.24	10/29/2021
82850	Jason Pelletier	13.99	10/15/2021
82806	David Bowman	13.99	10/15/2021
82849	isolved Benefit Services	12.32	10/15/2021
82863	Lucas Rose	11.99	10/15/2021
82875	Niles District Library	9.99	10/15/2021
82920	DeWitt District Library	9.99	10/29/2021
82902	Yue Hu	7.99	10/15/2021
Report Total		1,758,943.49	

Kent District Library
Check/Voucher Register - Voided Checks
From 10/1/2021 Through 10/31/2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
81816	Crabtree Publishing Co.	(574.00)	10/28/2021
82808	David Palma	<u>(1,650.00)</u>	10/28/2021
Report Total		<u><u>(2,224.00)</u></u>	

OCTOBER EXECUTIVE DIRECTOR'S REPORT

2021

Along with a quick rundown of holiday/winter events coming up at your branch, please also share: How have you seen your team grow the most over the past year and/or what was your team's biggest accomplishment? (Of what are y'all the most proud?)

ALPINE, TYRONE + WALKER

For the upcoming holidays, the Tyrone Township Branch is looking forward to beloved annual traditions like "Happy Noon Year" and "Let's Get Ready for Reindeer." This year, for the first time, branch librarians are making the reindeer event into an all-out evening of fun by hosting a special "Winter Wonder Stories" just before the scheduled time. In addition to these, the Alpine Branch will also be hosting a coffee and canvas event, wherein patrons can come and paint while enjoying a cup of coffee. This relaxing event is a favorite among patrons. In December, the Walker Branch will be partnering with the City of Walker for the Annual Winter Fest, which features music, reindeer, Santa and more. For many Walker patrons and community members, this festivity officially kicks off the holiday season. As part of the fun, Walker staff will also be hosting the always popular seasonal craft station.



At all three branches, staff members have spent the last year dedicated to growing in their understanding of KDL's core values: Helpful, Inclusive, Courageous, Authentic and Positive. For every value they also spent two months learning and talking about each one. Discussions took place in huddles, in staff meetings, at the staff in-service and on Yammer (a Microsoft discussion board). Regional Manager Liz Knapp is proud of how authentically the team participated in these discussions and how whole-heartedly each of her team members has strived to embody these core values in their relationships with patrons and with each other.

ALTO + ENGLEHARDT

At the Alto and Englehardt branches, both separate and cooperative events will be taking place as communities celebrate the holiday season. December 4 is the Annual Night-Time Santa Parade put on by the Lowell Area Chamber of Commerce. Though the event is marked as "night-time," it features holiday activities that go on all day, including arts and crafts booths, a Santa visit, downtown shopping and a Friends of the Englehardt Library book sale. Both branches will also work together on making a parade float for the big event. One week later, the Alto Branch will be participating in the Lions Club's Community Children's Christmas Party (health precautions permitting). Both branches will also be enthusiastically participating in all of the regular holiday library program offerings. Though Gingerbread Lane still cannot be in-person this year, staff are happy to be able to provide kits as backup for families to take home. Fortunately, one program that is back in person is library storytimes. Between Christmas and New Year's, Englehardt will be using KDL Lab tubs with young visitors at storytime events for something extra fun to do.

This past year, a major highlight for the Alto and Englehardt teams is how they have so graciously dealt with continuous change. Not only has there been a global pandemic and fluctuating health recommendations, but there have been staffing changes, position vacancies and scheduling issues due to illness. It's safe to say that each member of the Alto and Englehardt team have showed a tremendous amount of grace, patience and understanding during an otherwise unpredictable time. Many patrons have no idea how much extra the employees have done to make regular service go on seamlessly and excellently. As the world continues to fight its way through the final stages of this pandemic, no doubt the Alto and Englehardt teams will come out of this stronger and more resilient than ever.

BYRON + GRANDVILLE

End-of-year festivities are always an exciting time for the Byron Township and Grandville branches. Staff looks forward to celebrating with patrons at a variety of activities. Beyond regular programming, Byron Township in particular will host two events that are especially exciting. One is the return of the annual Gingerbread House Contest. This is the seventh annual contest of its kind, wherein folks of all ages are invited to the branch to drop off their gingerbread house creations for display from December 9 to December 16. During that time, branch visitors and patrons may vote on their favorites, with prizes awarded based on popular vote and judge's choice. This is such a fun program and staff are happy to have it back after a one-year hiatus. Similarly, staff are also excited to welcome back the annual reindeer event on December 6. At Grandville, staff are always looking for a family-friendly event to offer that is suitable for all ages between Christmas and New Year's. This year, folks can come every day between the hours of 2 PM to 4 PM to enjoy board games, puzzles, KDL Lab tubs, or Snowfest Craft Time. The creative team will also be working to add some decorative touches to the branch for the holidays.

Looking back on this year there are so many things to celebrate when it comes to Byron and Grandville staff, but their flexibility and cooperative growth have certainly been a highlight. 2021 followed 2020 as an exceptionally long and challenging time, both because of the ongoing difficulties with COVID and because of individual building projects, staffing changes, materials challenges, and the list goes on. Though staff have had their hands full, they have nevertheless risen to the challenge and have done so with grace and poise. Because staff have made it through 2021, they will certainly be ready for anything 2022 can throw at them.

CALEDONIA + CASCADE

After another busy year, Cascade and Caledonia staff have grown in patience and flexibility. Much of 2021 has felt like an embodiment of the old saying: "Three steps forward and two steps back." Nevertheless, staff adjusted to whatever restrictions were added (or lifted!), their greatest concern being for the health and safety of patrons and peers. All staff members should feel a great sense of pride for the immense amount of compassion they have demonstrated to others this year and always.

Looking ahead, there are so many fun things happening now and scheduled throughout the winter season. On December 28 at Cascade and December 29 at Caledonia from 10 AM to 12 PM, both branches will host a Wild Wizarding Session for the area's many Harry Potter fans. Both branches will also have reindeer back this year (December 1 at Cascade at 4 PM and December 6 at Caledonia at 6 PM) and will ring in 2022 with "Happy Noon Year" programming on December 31. At Cascade, the Tech Help Group on Fridays at 10 AM has been a popular program amongst seniors and there has been a steady increase in participants as the weeks move on. The "In Good Taste" Cookbook Club has also intrigued many a patron. Many have learned a few new recipes and added several to their menu rotation. At Caledonia, the Bright Beginnings Playgroup meets twice a month and staff will be adding extra KDL Labs at a new time to provide programming for interested homeschoolers. A sensory play session on Fridays at 11 AM is also being added. Caledonia continues to have great success with high participation at their craft labs, with a great turnout expected at the Watercolor Painting event on January 4.



COMSTOCK PARK + PLAINFIELD

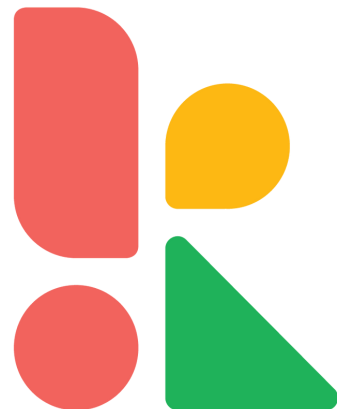
At the Comstock Park Branch, staff keep finding new ways to engage with the community! Youth Paraprofessional Leigh Verburg has started a six-week “Girls Who Code” club. Participants range from third to fifth grade and can learn to code simple computer games and work on digital crafts, as well as problem-solving. Branch Librarian Lisa Rodkey and Youth Paraprofessional Jackie Boss have also connected with York Creek apartments and received permission to post fliers advertising library programming and services in both English and Spanish. As a result, there has been a noticeable uptick in storytime attendance and new patrons in the branches. This holiday season, the branch will welcome reindeer on December 7 and host “Happy Noon Year” on December 31.

At the Plainfield Township Branch, staff are eager to get into the holiday spirit! The Friends of the Library have already started an ongoing “gift quality” book sale in the branch. On December 9, they will begin the holiday bag book sale, which was put on hold for 2020. Though this was a difficult time for patrons, friends and staff alike, the Plainfield team remained positive and handled all situations with grace, inclusivity and open discussion. In-branch programming continues to go well, tech appointments are back open and weekly teen study nights are scheduled through the end of the fall. This winter, Plainfield will be offering mentorship opportunities at Northview Middle School, as well as sending librarians to various senior living centers in order to build relationships there.



Kent
District
Library

kdl.org



FEATURED DEPARTMENTS

HUMAN RESOURCES

Following over twenty years of service to the KDL Pension Board, Citizen Trustee, Henry Vry, is retiring. A search is underway for his replacement. His presence has made a true impact over the years for the Plan Administrator, the Pension Board, and the members of the plan. The KDL Pension is fully funded with over \$62 million dollars invested and is prepared to accommodate market fluctuations in support of nearly two-hundred current retirees. 73% of employees hired since 2010 (i.e., following the closing of the defined benefit plan) are participating in retirement savings with over \$12 million in assets invested in the defined contribution plan. KDL's retirement systems are strong.

Training initiatives, especially those in support of the strategic plan's efforts in Equity, Diversity, and Inclusion (EDI) with Paradigm culture training being implemented for all employees.

The annual employee engagement survey showed a general decline in engagement for the first time in several years. A breakdown of the top 5 and bottom 5 scored statements are below.

Top 5 scores:

- **4.4** – “My organization's work positively impacts people's lives.”
- **4.3** – “My coworkers and I have a good working relationship.”
- **4.1** – “I feel proud of my work and the role I play in contributing to our library system.”
- **4.1** – “Employees here take the initiative to help other employees when the need arises.”
- **4.1** – “My supervisor and I have a good working relationship.”

Bottom 5 scores:

- **2.9** – “Communication between senior leaders and employees is good in my organization.”
- **3.1** – “Management within my organization recognizes strong job performance.”
- **3.2** – “I am satisfied with my opportunities for professional growth.”
- **3.4** – “I am satisfied with my total benefits package.”
- **3.4** – “I am satisfied with the investment my organization makes in training and development.”

Each of the past two years has brought only a de minimis cost increase to health care premiums. This year, KDL employees covered by health insurance will experience a reduction in the premiums they pay due to lower-than-expected experience with the plan. A combination of delayed medical services during the pandemic, coupled with lower levels of illness and higher use of telemedicine has resulted in savings to both KDL and those covered by health insurance. Efforts to maintain affordable health care will continue.

An investment of approximately \$3,500 this past year has saved KDL employees nearly \$11,000 in prescription drug costs. Using *MedTipster*, both full- and part-time staff are able to experience substantial savings towards the cost of prescription drugs whether for acute care or health maintenance.

The labor shortage has brought greater turnover as many staff have considered alternative employment options throughout the past year. Entry-level wage growth throughout the US has also occurred in Kent County. In an effort to slow the turnover of Assistant Branch Librarians (ABLs), wages were increased by \$3.00/hour last month for employees who are not at the top of the pay scale. Initial reactions have been largely positive and are encouraging retention as reported by staff.

And finally, since implementing a student loan repayment program, KDL has supported over 80 employees in their efforts to become free of student debt. Throughout the past several years, KDL-HR has implemented alternatives to degree requirements for most positions to enable the workforce to grow professionally KDL without necessarily accruing excessive costs associated with higher education.



PROGRAMMING + OUTREACH

BOOKMOBILE

The Bookmobile is on the road to gauge interest from community partners and provide library service options.

Where the Bookmobile has been:

- Godfrey Lee Early Childhood Center, Bethany Bridgeway School, Ideal Park Christian Reformed Church, Southwood Elementary, Grand Rapids Marathon, La Escuelita, Ottawa County Annual Diversity Forum, Parkview Elementary, Kent City Migrant Headstart and Camelot Woods to deliver Kaleidoscope, PerkPass, Database tech tutoring, Food Market brochures, reading books, setting up ebooks Apps, and registering members of the community with KDL Library cards. The Bookmobile collaborated with Grand Rapids Opera for a Trick or Treat Event.

KDL FREE LIBRARY

KDL's partnership with the Gerald Ford International Airport was highlighted on the link below: <https://www.experiencegr.com/meetings-blog/post/five-reasons-the-gerald-r-ford-international-airport-makes-traveling-easy/>.

PUERTAS ABIERTAS

For the month of October, the visits to Puerta Abiertas had to be postponed due to an outbreak of COVID-19. KDL was able to meet with two 12-person groups, for 24 participants in total each meeting. The Krause Memorial (Rockford) Branch was able to provide computers to be used during these classes for members that tested negative and these members visited the Service Center to plan for an upcoming community event.

VIRTUAL OUTREACH AND WIMEE'S WORD

KDL returned to high numbers with 7,539 live views with 7 partner organizations, 4 families with children and 5 performers that visited Wimee's Words. In January 2022, the partnership in local public television channel WGVU will begin broadcasting.

WINTER PROGRAM

KDL is receiving submissions for the Write Michigan Short Story Contest. So far, close to 200 stories have been submitted, with over 80 of them in the adult category. Writers may submit stories until November 30 at noon for the Youth, Teen, Adult and Spanish Language Youth categories. The keynote speaker for the awards ceremony in March 2022 will be Detroit author Stephen Mack Jones.

The Kent County Teen Film Festival began taking submissions in October with a deadline of Friday, Jan. 21, 2022. The festival is open to all Kent County teens in grades 6 - 12. A selection of the films will be chosen to be screened on February 26. A panel of judges will select the winners in various categories on the day of the festival.

KDL is developing Streaming Sensory Storytimes videos to debut this winter. The pre-recorded videos will encourage families to engage with KDL storytime content from the comfort of their own homes. These are being intentionally developed for those for whom the storytime experience may be too stimulating or overwhelming.



KATIE KUDOS



KATIE BLAKESLEE

SERVICE CENTER

HELPFUL

was nominated by Sheri Glon because...

We received a request from the Township Board for a quarterly update of their local KDL branch. Katie put together a Canva template on a pretty short notice that allowed us to turn what could have been a dry spreadsheet of stats into an eye-catching piece that I am sure will impress the Board members. Thank you for sharing your artistic talents to make KDL look good!

and by Jennifer Zeilbeck because ...

Katie is my superhero! She helped me not only once, but twice at the Team KDL event (Fruit Ridge Hayrides). She created an online sign-in sheet for Team KDL volunteers ... and ... put my sign-in sheet for employees in alphabetical order. She is truly an AWESOME asset for KDL! So glad she said "YES" to joining the KDL family!

SARAH POWERS

AMY VAN ANDEL LIBRARY

HELPFUL

was nominated by Liz Wierenga because...

To Sarah, for volunteering to fill in gaps in our book talking schedule. I appreciate her willingness to step in when we lost a member of our Book Talk Team. Her book talks are always enthusiastic. I really love seeing her personality shine through. Way to go, Sarah! and because Sarah agreed to snap some photos of Babytime for me and then stayed and chatted with the moms afterward. It was great to see her making connections with our patrons and helping with all the babies! You did an awesome job. I appreciate you, Sarah!

CLYDE WALTENBAUGH

SPENCER TOWNSHIP

HELPFUL

was nominated by Kelly Gibson because...

TClyde worked very hard helping an elderly gentleman maneuver through e-mail, text, printing, and phone calls to a lawyer to straighten out his legal issues.



UPCOMING MEETINGS

KDL Board of Trustees Meeting
includes
Executive Director's Evaluation

THURSDAY, DECEMBER 16, 2021
4:30 PM
**KDL SERVICE & MEETING
CENTER**

KDL Board of Trustees Meeting
THURSDAY, JANUARY 20, 2022
4:30 PM
**KDL SERVICE & MEETING
CENTER**



DATES OF INTEREST

OTHER MEETINGS

KDL Pension Meeting
February 16, 2022
1:00 PM
KDL Service & Meeting Center

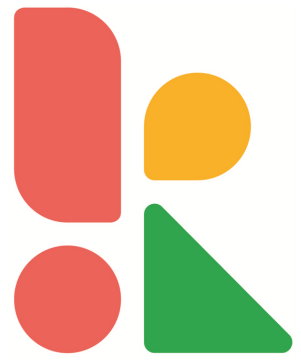
PLA 2022 Conference
March 23-25, 2022
Portland, OR

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





2021 HOLIDAY GIFT BASKET SCHEDULE



MONDAY, DECEMBER 13

TUESDAY, DECEMBER 14

WEDNESDAY, DECEMBER 15

09:30 AM

08:30 AM

12:00 PM

SPENCER BRANCH

SERVICE CENTER

EAST GRAND RAPIDS BRANCH

10:30 AM

9:30 AM

1:00 PM

NELSON BRANCH

PLAINFIELD BRANCH

CASCADE BRANCH

11:30 AM

10:30 AM

2:00 PM

TYRONE BRANCH

AMY VAN ANDEL LIBRARY

RICHARD L. ROOT BRANCH

12:30 PM

11:30 AM

3:00 PM

LUNCH

LUNCH

KELLOGSVILLE BRANCH

1:30 PM

12:30 PM

4:00 PM

KRAUSE MEMORIAL BRANCH

ENGLEHARDT BRANCH

GRANDVILLE BRANCH

2:30 PM

1:30 PM

5:00 PM

ALPINE BRANCH

ALTO BRANCH

WYOMING BRANCH

3:30 PM

2:30 PM

WALKER BRANCH

CALEDONIA BRANCH

4:30 PM

3:30 PM

COMSTOCK PARK BRANCH

BYRON BRANCH

4:30 PM

GAINES BRANCH



MONTHLY PROJECT REPORT

OCTOBER 2021

- 2** New projects approved
- 13** Projects in approval queue
- 4** Declined



● In progress	9
● Late	3
✓ Completed	28

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

Circulation Moonshot: Youth + Teen Core Collection

NEW!

● **Project Lead:** Tammy Schneider **Approval Date:** 10.20.21
Status: On track **Due Date:** 03.31.22

With the successful implementation of the adult selection of KDL Core Perennial Favorites, a similar Youth and Teen Core Collection was also in high demand. With the constraints, risks and deliverables of the adult collection in mind, this project team will likewise create and maintain a list of 50 perennial Youth favorites and 50 perennial Teen favorites (thus, 100 total) based on KDL circulation and local popularity. Both lists will serve as a dynamic reflection of the non-digital reading material that KDL has to offer, the maintenance of which Youth and Teen Librarians will prioritize semi-annually and that will not have a specific fiction to non-fiction ratio, thereby helping to increase circulation and aid in display creation. The Youth and Teen Core collections will be distinct from the Adult Core collection of the same name based on a conspicuously placed label on the spine, which will be easily detectable when browsing.

Curbside Texting + Interactive Voice Response

NEW!

● **Project Lead:** Morgan Hanks **Approval Date:** 10.20.21
Status: On track **Due Date:** 03.31.22

As in-house library services continue to pick up, the Library’s current workflow for handling curbside library service, which involves devoting one staff member to exclusively monitor calls, has not presented an efficient use of labor resources or a long-term solution to staff enrichment. Fortunately, IP Consulting has been working on a custom solution to this problem by introducing a curbside texting and interactive voice response software. This software should alleviate staff time spent monitoring phones and add greater flexibility to the curbside position. As part of this solution, this project will also seek to: Increase/improve the patron user-experience when using KDL’s curbside service, integrate the new software into Microsoft Teams, provide both calling and texting options for curbside library users and create training for staff to know how to use and respond to requests, among other deliverables. This project will not be rolled out systemwide, but will instead focus on a 3-month pilot at the Cascade Branch in order to identify sticking points and other concerns, after which full implementation may be considered as part of a secondary iteration.

Circulation Moonshot: Displays + Merchandising



Project Lead: Alantha Mansberger
Status: On track

Approval Date: 06.30.21
Due Date: 06.01.22

Members of the project team recently met to further nail down the synchronicity of the project timeline as it relates to Circulation Moonshot in general. As of this report, the project remains on track and each branch is making great progress toward making their collections more browsable and accessible to 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 new policies and procedures, the team is now actively tackling how to train on new changes across all branches. As of now, a member of the project team will be visiting any branches that have finished their Displays and Merchandising recommendation to thoroughly review the new weeding procedures. From there, Regional Manager II's and designated weeding "branch champions" will further train and re-enforce as necessary. Perhaps most exciting, each branch will soon have a customized daily weeding report specific to their branch shelf allocation. These will be specifically determined and set during the Displays and Merchandising visits.

EDI Collection Audit / Tagging



Project Lead: Samantha Hodge
Status: On track

Approval Date: 03.24.21
Due Date: 12.31.21

The adult fiction section is all tagged, and project lead Samantha Hodge plans to do a spot check audit of 50 titles to ensure they have the proper tags. Next, she will work with the Task and Research Board to tag non-fiction titles based on the BISAC category. The project will then change leadership as it will focus on tagging youth and teen materials, led by Collection Development Librarian, Tammy Schneider. To initiate that phase, the children and teen tag lists will be drafted and finalized.

Endowment Fund Management



Project Lead: Christine Mwangi
Status: Complete

Approval Date: 05.05.21
Due Date: 12.31.21

With an annual fundraising goal set as part of the Library's Key Performance Indicators for 2022, the project team has succeeded in receiving a recommendation from Kennari Consulting and a Case of Support has been prepared. As of now, a plan is in place for contributions from KDL to the endowment fund to come through all fundraisers moving forward, such as the winter appeal and Literary Libations Gala, wherein all unrestricted funds will be deposited into the endowment fund. This, along with the recent hiring of a new Finance Manager, means this project is now complete.

MS Bookings Post-Pilot



Project Lead: Elvia Myers
Status: On track

Approval Date: 09.15.21
Due Date: 11.19.21

The project team is pleased to announce that private study rooms and meeting rooms are now available for use at a majority of KDL branches, where applicable. Please see [Private Rooms | Kent District Library \(kdl.org\)](#) for a full list of available rooms, hours and booking details. Private rooms are available in three hour sections on a first-come, first-serve basis. If you use one, please take a moment to share your experience with library staff! The team continues to monitor feedback and keep an eye on any unforeseen hiccups that may occur post launch, after which this project will be considered complete.

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*

The team of jurors has listened to over 130 sample tracks submitted by musicians from all over West Michigan and have narrowed down the list to approximately 50 artists, each of which has now been invited to submit their full albums to the music streaming platform. These submissions will continue throughout the beginning of November. In mid-November, the project team will further review the submitted content, publish it to the website (vibes.kdl.org) and launch to the public. KDL Vibes is featured in the upcoming winter Kaleidoscope and will receive a full marketing campaign upon its official launch.

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*

Though physical deployment of the new printers has been complete for some time, the primary matter remaining to be addressed lies with incorrect color saturation on items scanned through the scanning stations. The manufacturer of these stations is working on an updated color palette and anticipates delivery within the next couple months. In the meantime, IT has modified some settings to minimize the issue, a solution that has been well-received by staff. Nearly all minor issues, such as two-sided printing and printing in multiple layouts, have been resolved, with new issues being addressed by IT as quickly as they pop up.

Rehmann - Finance Department Audit

Project Lead: Kim Lindsay
Status: At Risk - Timeline

Approval Date: 11.02.20
Due Date: *new due date 12.31.21*

With the hire of the Finance Manager, transition of many day-to-day tasks will be transitioned away from Rehmann, after which the remainder of punch list items for this project will be addressed and completed.

Streaming Sensory Storytimes

Project Lead: Shelley Roossien
Status: On track

Approval Date: 08.18.21
Due Date: 01.15.22

Having met with Jennifer Taggart of Bloomfield Township Library to discuss best practices on how to make a virtual story time "sensory-friendly," the project team has begun to officially move forward with plans for filming materials. The first few videos are set to be created at the Service Center between December 7 and 9. In the meantime, Youth Librarian staff are signing up for designated time slots to film their sensory-friendly (non-copyrighted) content, with established best practices in mind.

Systemwide Wonderknook Refresh

Project Lead: Missy Lancaster
Status: On track

Approval Date: 09.23.21
Due Date: 11.30.22

The project team met in October to review branch-submitted custom playspace themes, many of which reference nature, water and farmlife. In November, members of the project team will meet with Blake Ratcliffe from TMC Furniture in order to start narrowing down ideas. Once Blake sends back initial notes, the Wonderknook team will review and narrow down ideas even further, with help from branch staff. The goal is to start production on imaginative and loose parts pieces by December in order to start rolling them out to branches. Branches will receive pieces as they are completed (as opposed to all at once); thus, every community should have some pieces to enjoy throughout the process.



Service + Meeting Center

- **Project Lead:** Missy Lancaster **Approval Date:** 2020
Status: On track **Due Date:** 12.17.21 (estimate)

This project draws ever nearer to completion! Offices for the Director of Fund Development, Collection Services Manager and Facilities Manager have now been painted and carpeted, as well as the extra office (previously the front desk). Basic maintenance in the Finance Department and Finance Manager's office has now begun, with Finance staff now located in an extra cubicle nearby or working from home. Basic maintenance for HR is set to begin at the end of November. All furniture has been ordered, with the exception of an extra desk in the IT department. Shipping and manufacturing delays have been an ongoing struggle since the onset of COVID and delays are only expected to get longer; however, everything is still expected to arrive by year's end, after which this project will officially be complete.

Walker

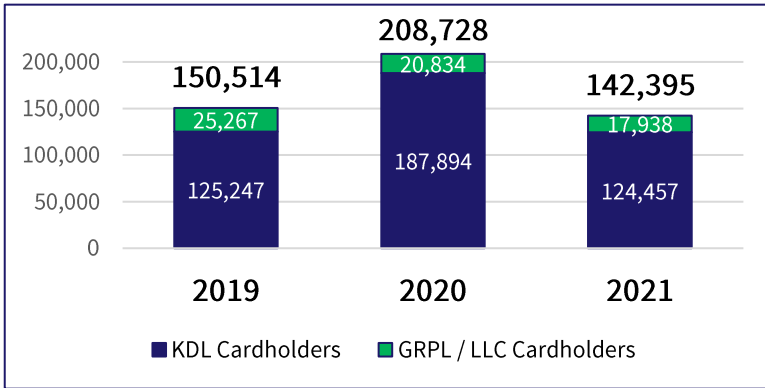
- **Project Lead:** Craig Buno **Approval Date:** N/A
Status: N/A **Due Date:** N/A

Toward the end of November, the Steering Committee will be reconvening to see a final presentation from Fishbeck Architects, featuring the conceptual study conducted for the collective City of Walker Community Center, KDL Walker Branch and the Walker Ice and Fitness Center. As part of the presentation, the Fishbeck team will also give an overview of the study process and data collection, including engagement with community and stakeholders, conceptual designs and conceptual cost estimates. It has been a long road up to this point and all parties are genuinely excited to see what Fishbeck has compiled.



OCTOBER 2021 STATISTICAL SUMMARY

Active Patrons:



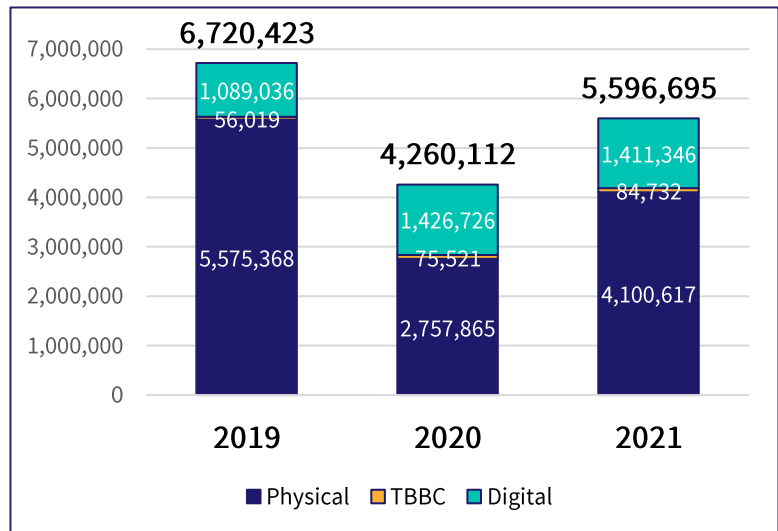
1,865 Accounts Added in October:

- 1,637 New KDL Cardholders
- 163 New GRPL Cardholders
- 65 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.

Circulation YTD:

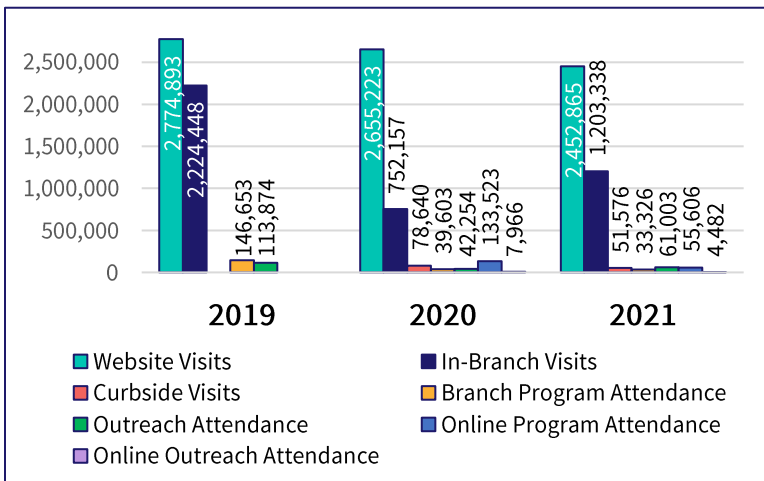


Comparing to Previous Timeframes:

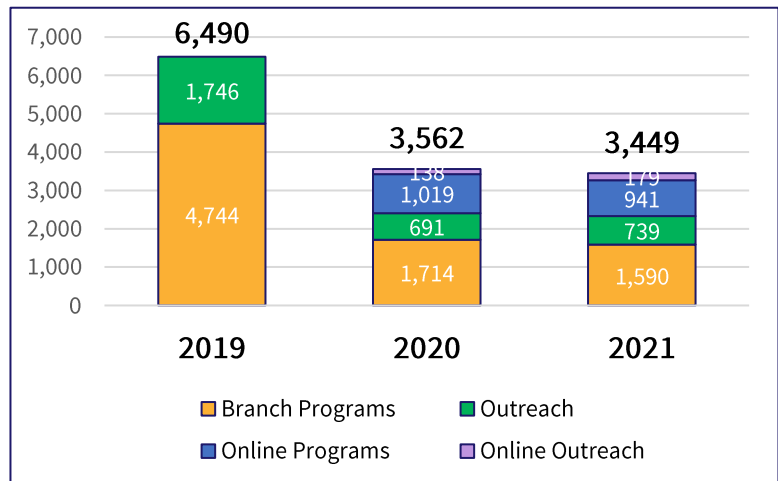
- **Physical Checkouts:** Up 4% from last month; Up 6% from 2020; Down 24% from 2019
- **Digital Checkouts:** Up 5% from last month; Up 2% from 2020; Up 26% from 2019
- **Visitor Count:** Up 10% from last month; Up 38% from 2020; Down 33% from 2019
- **Program Attendees:** Up 83% from last month; Up 27% from 2020; Down 25% from 2019

(See following page for more details)

People Served YTD:



Number of Events YTD:

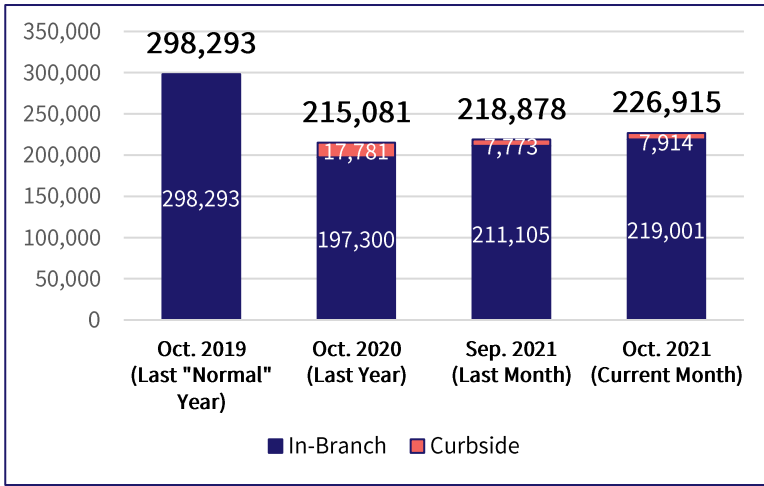




OCTOBER 2021 STATISTICS IN-DEPTH

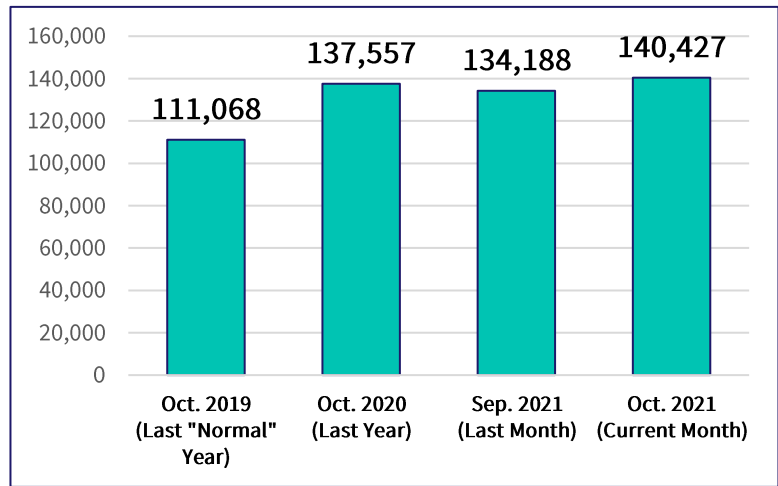
Branches are now back to normal services. How have our basic statistics changed month-to-month and when compared to 2020 (when branches were open normal hours before closing again in November), and compared to the last “normal” year of 2019?

Physical Items Checked Out:



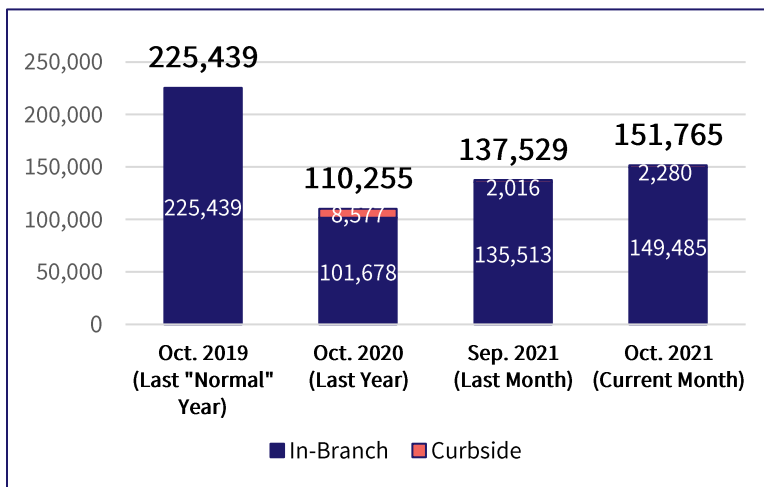
4% more total items were checked out compared to last month, but 24% fewer compared to the same month in 2019. Curbside use accounted for 3% of checkouts in October.

Digital Items Checked Out:



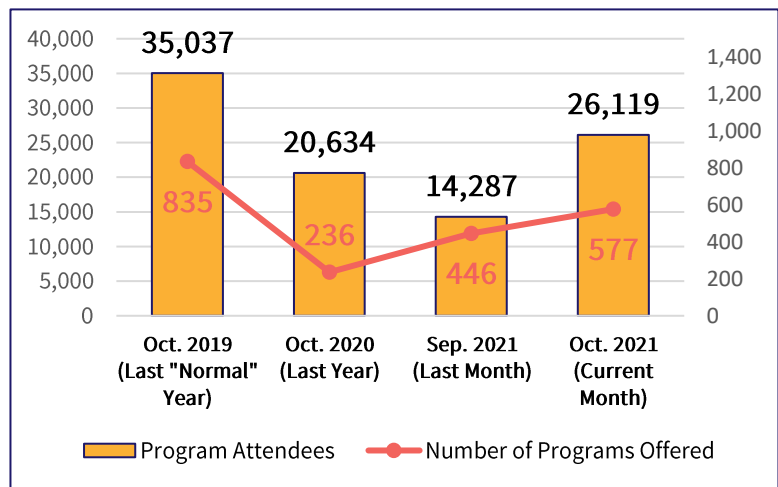
Digital checkouts are up 5% from last month, up 2% from the same month in 2020, and up 26% compared to the same month in 2019.

Visitor Count:

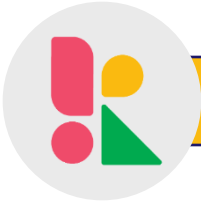


Including both in-branch and curbside visits, total visitors increased 10% compared to last month, but are down 33% compared to the same month in 2019. Curbside users accounted for 2% of visitors in October.

Programs:



As the Fall programming season continued, KDL offered 29% more programs than last month, and had 83% higher attendance. Attendance is down 25% 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. <i>The Midnight Library</i> by Matt Haig	95
2. <i>Where the Crawdads Sing</i> by Delia Owens	67
3. <i>The Guest List</i> by Lucy Foley	58
<i>This Tender Land</i> by William Kent Krueger	58
5. <i>The Silent Patient</i> by Alex Michaelides	51

KDL CORE Titles (Stickered copies):

Title	Checkouts
1. <i>Open Season</i> by C. J. Box	28
2. <i>The Nightingale</i> by Kristin Hannah	25
3. <i>This Tender Land</i> by William Kent Krueger	24
4. <i>Big Little Lies</i> by Liane Moriarty	22
<i>The Book Woman of Troublesome Creek</i>	22
by Kim Michele Richardson	
<i>Little Fires Everywhere</i> by Celeste Ng	22
<i>The Silent Patient</i> by Alex Michaelides	22

All Physical Items (Most Checkouts):

Title	Checkouts
1. <i>The Wish</i> by Nicholas Sparks	197
2. KDL Wifi Mobile Hotspot	184
3. <i>The Four Winds</i> by Kristin Hannah	175
4. <i>Apples Never Fall</i> by Liane Moriarty	145
5. <i>Cloud Cuckoo Land</i> by Anthony Doer	144

All Physical Items (Most Holds):

Title	Holds
1. <i>Apples Never Fall</i> by Liane Moriarty	190
2. <i>The Last Thing He Told Me</i> by Laura Dave	173
3. <i>The Lincoln Highway</i> by Amor Towles	150
4. <i>The Judge's List</i> by John Grisham	144
5. <i>The Paper Palace</i>	110
by Miranda Cowley Heller	

OverDrive Items (Most Checkouts):

Title	Checkouts
1. <i>The Midnight Library</i> by Matt Haig (audio)	162
2. <i>The Guest List</i> by Lucy Foley (audio)	130
3. <i>The Four Winds</i> by Kristin Hannah	117
4. <i>The Guest List</i> by Lucy Foley	101
5. <i>Atomic Habits</i> by James Clear (audio)	97

OverDrive Items (Most Holds):

Title	Holds
1. <i>The Last Thing He Told Me</i> by Laura Dave	600
2. <i>Apples Never Fall</i> by Liane Moriarty	445
3. <i>The Last Thing He Told Me</i>	322
by Laura Dave (audio)	
4. <i>Malibu Rising</i> by Taylor Jenkins Reid	294
5. <i>The Four Winds</i> by Kristin Hannah	283



STAFF CHANGES & ANNIVERSARIES

November 2021

NEW HIRES	POSITION	EFFECTIVE
Abby Cummings	Shelver – Wyoming	October 18
Sue Olep	Shelver – Wyoming	October 18
Grace Vereecken	Shelver – Alpine/Tyrone Township	October 25
Emily Whalen	Finance Manager – Service Center	November 1
Daisy Aguilar-Lopez	Library Intern - Kelloggsville	November 8
Nicaela Cervantes	Library Intern – Kelloggsville	November 8
Kimberly Huynh	Library Intern - Kelloggsville	November 8
Lia Siu	Library Intern – Kelloggsville	November 8
Jennifer DeVault	Director of Library Operations – Service Center	November 29

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Lucy Angers	Assistant Branch Librarian Sub	Assistant Branch Librarian – Kelloggsville	October 18
Amanda Johnston	Patron Services Associate – Service Center	Administrative Assistant - IT	October 18
Isabel Gave	Assistant Branch Librarian Sub	Assistant Branch Librarian – Krause Memorial	October 18
Immanuel Deliyannides	Assistant Branch Librarian – Krause Memorial	Assistant Branch Librarian – East Grand Rapids	October 25
Christine Paige	Assistant Branch Librarian - Kentwood	Branch Librarian – Nelson Township/Sand Lake	November 1
Kent Byerly	Assistant Branch Librarian Sub	Assistant Branch Librarian – Amy Van Andel / Ada	November 8
Christopher Brennan	Assistant Branch Librarian Sub	Assistant Branch Librarian – Kentwood	November 8
Kelsey Little	Assistant Branch Librarian Sub	Assistant Branch Librarian – Plainfield	November 15
Marie Mulder	Branch Librarian – Wyoming	Collection Development Librarian – Service Center	November 15
Jason Kotarski	Assistant Branch Librarian – Amy Van Andel / Ada	Branch Librarian – Wyoming	November 15
Shannon O'Rourke Kasali	Branch Librarian - Grandville	Branch Librarian – Kentwood	November 15

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Dana Banks	Assistant Branch Librarian - Kentwood	Assistant Branch Librarian – Krause Memorial	November 15
Will McAfee	Assistant Branch Librarian – Englehardt	Assistant Branch Librarian – Walker	November 22
Chloe Schmidt	Shelver – Cascade	Assistant Branch Librarian – Wyoming	November 22
Amruta More	Shelver – Cascade	Assistant Branch Librarian – Kentwood	November 29
Abigail Mulonas	Shelver – Cascade	Assistant Branch Librarian – Kentwood	November 29

DEPARTURES	POSITION	EFFECTIVE
Sheri LaPorte	Assistant Branch Librarian – Kentwood	September 21
Jacob Wunderink	Assistant Branch Librarian – Plainfield	September 29
Kaleigh Ritchie	Assistant Branch Librarian Sub	October 4
Patricia Volkhardt	Assistant Branch Librarian – Walker	October 7
Nicole Rapacki	Assistant Branch Librarian – East Grand Rapids	October 8
Emily Assenmacher	Assistant Branch Librarian – Krause Memorial	October 8
Jacob Ryan	Branch Librarian – Kentwood	October 14
Elisabeth Post	Shelver – Kentwood	October 14
Julie Cook	Assistant Branch Librarian – Wyoming	October 18
Shari Piccard	Assistant Branch Librarian – Gaines Township	December 3

OPEN POSITIONS	TYPE
Assistant Branch Librarian Subs	Temporary
Administrative Assistant – Fund Development	Full-time
Network Systems Specialist – Information Technology	Full-time
Assistant Branch Librarian – Amy Van Andel / Ada	Part-time
Patron Services Associate – Service Center	Part-time
Branch Librarian – Wyoming	Full-time
Shelver – Cascade (3 positions)	Part-time
Assistant Branch Librarian – Kentwood	Part-time
Assistant Branch Librarian – Englehardt	Part-time
Shelver – Kentwood	Part-time

EMPLOYEE ANNIVERSARIES (DECEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jennifer Doombos	Grandville	24 years
Diana Gray	Grandville	23 years
Deb Schultz	Alto	19 years
Sandy Vanvugt	Byron Township	19 years
Eric Dehaan	Byron Township/Grandville	18 years
Beth Johnstone	Cascade	17 years
Shelley Roossien	Wyoming	17 years
Deb Lilly	Cascade	14 years
Penni Zurgable	Amy Van Andel / Ada	14 years
Theresa Eastman	Alpine	12 years
Chris Straw	Englehardt	11 years
Henry Hong	Cascade	5 years
Marlys Davis	Sub Pool	3 years
Annette Miller	Finance	3 years
Jaclyn Richards	Kentwood	3 years
Steven Schend	Gaines Township	3 years
Marcia Van Drunen	Grandville	3 years
Tricia van Zelst	Cascade	3 years
Johanna Boyle	Collection Development	2 years
Katie Webb	Sub Pool	2 years
Jessica Weber	Plainfield	2 years
Scott Ninemeier	Plainfield/Comstock Park	1 year
Noey Spriggs	Byron Township	1 year
Adrianna Triche	Wyoming	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
November 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

2022 STRATEGIC INITIATIVES

STRATEGIC GOAL		ANNUAL INITIATIVE	LEAD	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
EDI	Align all library services, staffing makeup and partnerships to be reflective and inclusive of the diverse communities we serve.	Design and implement a travel-themed interactive program for Summer Wonder that moves from region to region, including food, drink, reading, music, and history. The program will be highly social, will foster relationships, and will educate community on what types of cultural diversity and ethnic groups we have in our communities and the special traditions they celebrate.	Kip Odell, Adult Programming group and Summer Wonder Programming Group												
	Align all library services, staffing makeup and partnerships to be reflective and inclusive of the diverse communities we serve.	Continue quarterly Paradigm trainings and discussions with the expectation of 100% (88% with turnover and leaves factored in) employee engagement.	Trish Reid, Shaunna Martz												
Engagement and Service	Increase the value delivered to the community by focusing on demonstrated needs.	Clarify what excellent service looks like in each role and task and create role guides. Identify how service has been impacted by COVID-19 and how can KDL can proactively incorporate changes, and document these changes in a clear, easy way for staff in a revision of the KDL Way Toolkit (released June/July)	Director of Library Operations (with help from Regional Managers)												
Engagement and Service	Increase the value delivered to the community by focusing on demonstrated needs.	Revamp new cardholder orientation/onboarding. Identify areas of patron interest upon sign up, train staff to promote materials of interest, give patrons a tour, and identify and promote branch specific "member" perks to build awareness of KDL's many services and programs and build strong relationships.	Morgan Hanks												
Engagement and Service	Increase the value delivered to the community by focusing on demonstrated needs.	Partner with HealthNet West Mi and St. Mary's Foundation to give early lit kits containing information about Kent County Success Basics, information about KDL's physical and digital resources and programs, library card applications, and a board book to help foster early relationships with the library.	Sara Proano, Early Literature Workgroup												
Sustainability	Evaluate and streamline operational, environmental, and fundraising processes to ensure a sustainable library.	Develop a process for planning and tracking relationship management with community resource partnerships and activities that incorporates a Customer Relationship Management (CRM) system so all departments have a better picture of patron's cross functional library involvement.	Hannah Lewis												
Sustainability	Evaluate and streamline operational, environmental, and fundraising processes to ensure a sustainable library.	Establish a library ambassador pilot program to convert library lovers into strong advocates and develop referrals for volunteering and fund development. This program will enhance our volunteer program and training volunteers to reach out to their friends, local businesses, schools to help spread awareness of KDL services and offerings. Ambassadors will be granted first access to KDL swag, special events, etc.	Corey Archambault												
Sustainability	Evaluate and streamline operational, environmental, and fundraising processes to ensure a sustainable library.	As part of the overarching Circulation Moonshot framework, assess and refine KDL's purchasing philosophy to mitigate waste, ensure alignment with having a popular materials collection, and ensure patrons and staff understand what a popular materials collection is and how to help patrons get materials from other resources.	Liz Guarino												



BOARD OF TRUSTEES ISSUE ANALYSIS

INTRO

AGENDA ITEM FOR CONSIDERATION: Maner Costerisan Audit Extension

BOARD MEETING DATES: November 18, 2021 (first reading); December 16, 2021 (second reading)

TIMELINE: Final Implementation following board approval

BUDGET LINE ITEM(S): Professional and Other Contracted Services #5801

TOTAL ESTIMATED COST: \$33,300 first year cost

PURPOSE

To inform the KDL Board of Trustees of the proposed extension of Maner Costerisan audit services for three years with the option for two additional years for satisfactory service to include fiscal years ending 12/31/2021 to 12-31-2023.

OVERVIEW/NEEDS/BACKGROUND INFO

The purpose of this engagement is to perform an audit on the financial statements and retirement plan of Kent District Library for the fiscal years ending December 31, 2021, to 2023 with the option of two additional years.

BENEFITS

This auditing firm has provided quality services and has displayed a commitment to effectively and efficiently fulfill the requirements of the audit engagements. The firm is recognized as a leader in the state of Michigan in the field of governmental auditing and consulting and has provided efficient and effective auditing services. KDLs request that we extend the services for the next three fiscal years ending December 31, 2021, to December 31, 2023. The firm has provided pricing for the next three fiscal years and pricing for an option of two additional years pending satisfactory service. This extension will provide the benefit of working with a known vendor, at reasonable market prices and will limit the disruption caused by switching service providers.

DISADVANTAGES

None

COST

<u>Year ending December 31</u>	<u>Operating, capital project, agency & special revenue funds</u>	<u>Retirement Plan</u>	<u>Total</u>
2021	<u>\$ 26,300</u>	<u>\$ 7,000</u>	<u>\$ 33,300</u>
2022	<u>\$ 26,800</u>	<u>\$ 7,300</u>	<u>\$ 34,100</u>
2023	<u>\$ 27,300</u>	<u>\$ 7,600</u>	<u>\$ 34,900</u>
2024	<u>\$ 27,800</u>	<u>\$ 7,900</u>	<u>\$ 35,700</u>
2025	<u>\$ 28,300</u>	<u>\$ 8,200</u>	<u>\$ 36,500</u>

Notes to the pricing above:

2021 Retirement plan - possible additional \$1,000 to \$1,500 for the implementation of new standards

2022 KDL - possible additional fees for the implementation of GASB 87

2023 KDL - possible additional fees for the implementation of GASB 96

IMPLEMENTATION

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

RECOMMENDATION

Approve the Maner Costerisan Audit Extension.

Document History:

1. First Draft – Elvia Myers
2. Revision – Kim Lindsey
3. Final Draft – Lance Warner



RESOLUTION

Health Insurance Funding (PA 152)

MEETING INFORMATION

At a regular meeting of the Kent District Library Board of Trustees (the “Library Board”), held on Thursday, November 18, 2021, at 7:00 PM via remote online connection.

The meeting was called to order by _____ .

PRESENT: _____

ABSENT: _____

RESOLUTION

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that Kent District Library hereby elects to comply with the 80% limitation in Section 4 of PA 152 for medical benefit plan coverage years beginning on or after January 1, 2022.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 18th day of November 2021.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on November 18, 2021 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: November 18, 2021

Sheri Gilreath-Watts, KDL Board Secretary



RESOLUTION

Approval of Proposed 2022 Budget

MEETING INFORMATION

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at 814 West River Center Drive, Comstock Park, MI 493121 and via teleconference on November 18, 2021 at 7:00 PM.

The meeting was called to order by_____.

PRESENT: _____

ABSENT: _____

RESOLUTION

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

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

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

WHEREAS, the Library Board has determined to hold a public hearing and to adopt the budget for the District Library for the January 1, 2022, to December 31, 2022, fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title

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

Section 2: Chief Administrative Officer

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

Section 3: Fiscal Officer

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

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 11, 2021, and a public hearing on the proposed budget was held on November 18, 2021.

Section 5: Estimated Revenues

Estimated library fund revenues for the fiscal year January 1, 2022, to December 31, 2022, including a voter-authorized millage of 1.2484 mills, and various miscellaneous revenues shall total \$28,055,051 as listed in Exhibit A.

Section 6: Estimated Expenditures

Estimated library fund expenditures for fiscal year January 1, 2022, to December 31, 2022, for the various library activities (line-items) shall total \$30,888,252 as listed in Exhibit A.

Section 7: Committed Fund Balance

The Board of Trustees has previously committed fund balance for various capital projects which are now completed or no longer contemplated. The remaining amount of committed fund balance is \$2,071,397. As part of the adoption of the fiscal year January 1, 2022, to December 31, 2022, general fund budget, the Board of Trustees desires to return these committed funds to the unappropriated general fund balance.

Section 8: Adoption of Budget by Reference

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

Section 9: Adoption of Budget by Line Item

The Kent District Library adopts the 2022 fiscal year general fund budget (attached as Exhibit A) by line item. Library officials responsible for the expenditures authorized in the budget may expend library funds up to, but not to exceed, the total appropriation authorized for each line item and may make transfers among the various general ledger accounts contained in the line-item appropriation. However, no transfers of appropriations for line items related to personnel or capital outlay may be made without prior Library Board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

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

Section 11: Transfer Authority

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

Section 12: Periodic Fiscal Reports

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

EXHIBIT A

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
TOTAL REVENUES & OTHER FINANCING SOURCES	28,055,051

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
TOTAL EXPENDITURES & OTHER FINANCING USES	30,888,252
REVENUES OVER (UNDER) EXPENDITURES	(2,833,201)