

# KENT DISTRICT LIBRARY



## JUNE 2022 BOARD OF TRUSTEES PACKET

## DRAFT



# BOARD OF TRUSTEES

## Meeting Agenda

### LOCATION

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

### DATE & TIME

Thursday, June 16, 2022, at 4:30 PM.

#### 1. CALL TO ORDER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: May 19, 2022

#### 4. LIAISON REPRESENTATIVE COMMENTS

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

#### 6. FINANCE REPORTS – May 2022\*

#### 7. DIRECTOR’S REPORT – May 2022

#### 8. NEW BUSINESS

- A. Issue Analysis: Service + Meeting Center Parking Lot RFP\* *First Reading*
- B. KDL Literacy Champion Award

#### 9. LIAISON REPRESENTATIVE COMMENTS

#### 10. PUBLIC COMMENTS\*\*

#### 11. BOARD MEMBER COMMENTS

#### 12. MEETING DATES

Next Regular Meeting: Thursday, July 21, 2022 – KDL Service + Meeting Center, 4:30 PM

#### 13. ADJOURNMENT

\* *Requires Action*

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

## DRAFT



# BOARD OF TRUSTEES

## Meeting Minutes

### LOCATION

Kent District Library Engelhardt Branch, 20 N. Monroe St., Lowell, MI 49321 and via teleconference.

### DATE + TIME

Thursday, May 19, 2022 at 4:30 PM.

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

**BOARD ABSENT:** None.

**STAFF PRESENT:** Abby Black, Jaci Cooper, Jennifer DeVault, Randy Goble, Sandy Graham, Missy Lancaster, Kim Lindsay, Brian Mortimore, Elvia Myers, Christine Mwangi, Kurt Stevens and Lance Werner.

**GUESTS PRESENT:** Blake Ratcliffe

### 1. CALL TO ORDER

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

### 2. PLEDGE OF ALLEGIANCE

### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: April 21, 2022, Open & Closed Sessions
- C. Lakeland Library Cooperative Report: April 14, 2022
- D. Request for Late Closing: Comstock Park Branch to remain open until 8:00 PM on Friday, August 12, 2022, to accommodate & participate in the Comstock Park Community Celebration.
- E. Request for Late Opening: East Grand Rapids Branch to open at 11:00 AM on Saturday, June 25, 2022, to accommodate the Reeds Lake Run.
- F. Request for Late Opening: East Grand Rapids Branch to open at 11:00 AM on Saturday, September 10, 2022, to accommodate the Rhoades McKee Reeds Lake Run.

**Motion:** Mr. Noreen moved to approve the consent agenda as presented.

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

**RESULT:** Motion carried.

### 4. REGIONAL MANAGER UPDATE – ALTO + ENGELHARDT

Regional Manager I Sandy Graham gave the following update to the Board of Trustees:

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- This week, both branches had LEAP for the first time since the pandemic began.
- Staff are looking forward to having in-person programs for *Summer Wonder!*
- This spring, many traditional outreach activities have resumed, such as materials drop-offs at daycares, filling and delivering holds to the middle school, partnering with Great Start, visiting senior living facilities and partnering with Curiosity Corner, Lowell Area Schools' preschool program.
- Most recently, several Alto/Englehardt employees have retired from KDL, but new and equally enthusiastic staff have joined to continue giving outstanding service.
- Grattan Township is exploring opportunities for expansion.

### 5. LIAISON REPRESENTATIVE COMMENTS\*\* – None.

### 6. PUBLIC COMMENTS\*\* – None.

### 7. FINANCE REPORTS – April 2022\*

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

- KDL cash position is \$27.1M vs. \$28.5M this same time last year, remaining strong despite continued value declines in the KDL bond portfolio.
- Total revenue stood at \$24.5M as compared to \$24.1M last year. Budgeted revenues are 87.4% collected. Remaining revenue will be collected in the next few months.
- Total expenditure amounts to \$9.98M as compared to \$10.3M last year. KDL is 33% through the budgeted fiscal year, making these numbers right on track.
- A couple budget line items that are outpacing the projected budget are Digital Collections, Board Development and Other Expenditures.
  - The Digital Collection is due to the timing of payments to OverDrive. The second payment to OverDrive was due at the end of March, making up 50% of total budgeted expenditures already paid.
  - Board Development is due to the PLA conference and related costs.
  - Other Expenditures are due to the timing of insurance premium payments, which were paid in January for the whole year.
- Significant checks this month include:
  - OverDrive, \$385,000 – digital collection deposit
  - Priority Health, \$115,445.04 – employee health insurance
  - TerHorst & Rinzema, \$67,560 – conference rooms refresh project
  - IP Consulting, \$59,409.46 – COLO data center monthly charge
  - Interphase Office Interiors, \$59,322.32 – SC renovations furniture
  - Ingram Library Services, \$58,740.53 – collection materials
  - Everstream Holding, \$52,937.68 – systemwide fiber
- In other Finance Department news, the auditors have completed their fieldwork on the annual audit and are currently waiting on KDL's pension plan valuation. A final audit report is currently planned for the June board agenda.

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- Property valuation was received for the December tax levy. Property tax values have increased 6% over the past year, so there will be an additional Headlee Rollback in the tax levy rate.

**Motion:** Ms. Bruursema moved to receive and file the April 2022 finance reports as presented.

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

**RESULT:** Motion carried.

### 8. DIRECTOR'S REPORT – April 2022

- Executive Director Lance Werner shared that the Public School and Libraries Grant Program is close to taking effect. Also, the Krause Memorial Branch is beginning fundraising efforts for expansion. Community reports have been well received and KDL is excited to see the impact of their work in the community. Lastly, a FOIA request was sent to Nelson Township for all financials.
- Director of IT Kurt Stevens presented the Emergency Connectivity Fund (ECF) that is being optimized to benefit KDL patrons and municipalities.
- Fund Development Director Christine Mwangi has been working throughout the community to raise awareness of the library's fund development efforts. Ms. Mwangi requested that the Board of Trustees make phone calls to KDL Monthly Donors to express appreciation for their financial gifts.

The Board asked questions of staff and staff responded.

### 9. NEW BUSINESS

- A. KDL WonderKnook Playspace Progress Presentation  
Wyoming Branch Librarian Abby Black reported on the progress of the systemwide KDL WonderKnook Playspace project. TMC Founder Blake Ratcliffe expanded on the quality of furniture and the personal touches added to each design.

The Board asked questions of staff and staff responded.

- B. Policy Manual Section 4: Patron Behavior\*

**Motion:** Ms. Weller moved to approve Policy Manual Section 4: Patron Behavior as presented.

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

**RESULT:** Motion carried.

- C. Resolution: Annual eRate Internet Access (Category 1)\*

**Motion:** Ms. Bruursema moved to approve Resolution: Annual eRate Internet Access (Category 1).

**Support:** Supported by Mr. Dykhuis.

Ms. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

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Ms. Lintemuth – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Weller – Yes

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

### 10. LIAISON REPRESENTATIVE COMMENTS – None.

**11. PUBLIC COMMENTS\*\*** – The KDL App is now live and has seen more than 3K downloads in the month of May. KDL's Summer Wonder programming also kicks off June 1, so be sure to also download the Beanstack App while you're at it!

### 12. BOARD MEMBER COMMENTS

**Ms. Bruursema** – Ms. Bruursema recognized Branch Librarian Tisha Wells for her services to KDL. The Gaines Township Branch will be having a book sale May 20-21. MLA is working on advisory for challenged materials.

**Mr. Erlewein** – Mr. Erlewein sees the advantages of collaboration with historical societies and appreciates the efforts in preservation.

**Mr. Dykhuis** – Mr. Dykhuis is downloading the KDL App and is appreciative that KDL has chosen to take this direction.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts has been utilizing the private rooms at the Grandville Branch and staff there have been amazing. She had a great meeting with Director of Engagement Randy Goble and is excited for better opportunities to utilize KDL services. She attended the Kelloggsville School Community Report and was grateful to see the impact KDL is making in the community. Lastly, Ms. Gilreath-Watts appreciates that KDL invited Angeline Boulley, author of *Firekeeper's Daughter*, to speak about her book at the Grandville Branch. Ms. Gilreath-Watts had the opportunity to meet Ms. Boulley and hear more about her work.

**Ms. Lintemuth** – Ms. Lintemuth is excited to have everyone at the Engelhardt Branch for this on-site meeting. On June 4, the City of Lowell will have a Pride Parade. Ms. Lintemuth invites all to attend.

**Mr. Myers** – Chair Myers recently presented the KDL Community Report at Ada Township.

**Mr. Noreen** – Mr. Noreen thanked Board of Trustee Treasurer Andy Erlewein for being able to fill in while he was out of the country.

**Ms. Weller** – Ms. Weller has presented two community reports and has left smiling each time, due to the love each community has for KDL. So far this year, attendance at Board of Trustees meetings has been 100% and Ms. Weller is impressed with and appreciate of all members.

### 13. MEETING DATES

## DRAFT

*Regular Meeting: Thursday, June 17, 2022 – Kent District Library Service + Meeting Center and via teleconference, 4:30 PM.*

### 14. ADJOURNMENT

**Motion:** Ms. Weller moved for adjournment at 5:43 PM.

**Support:** Supported by Mr. Dykhuis.

**RESULT:** Motion carried.

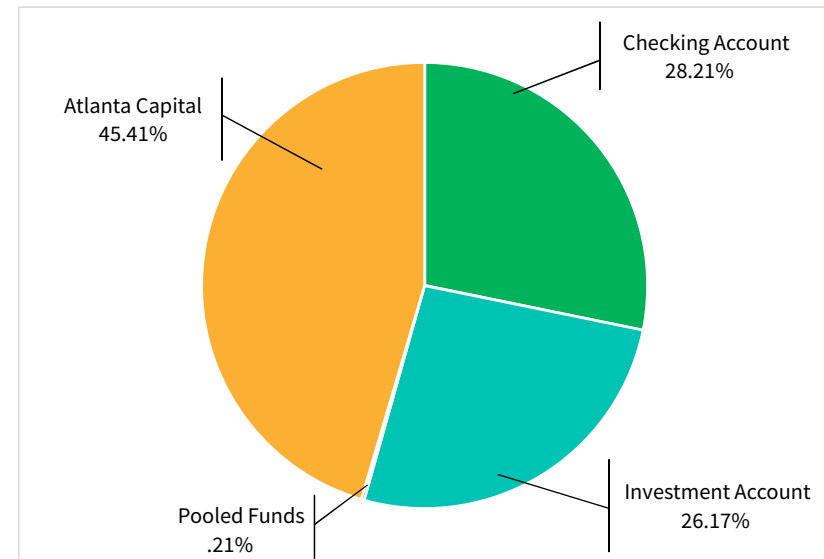
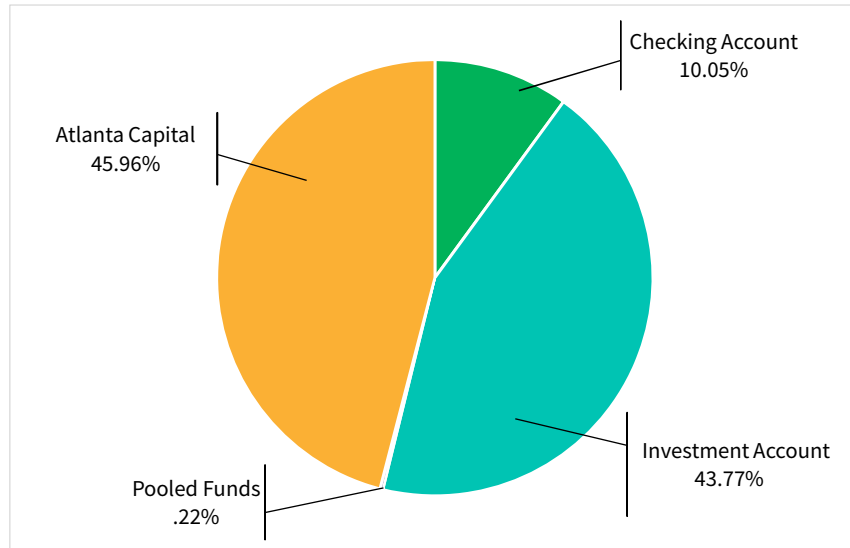
A handwritten signature in black ink, appearing to read "Sam M.", with a long horizontal line extending to the right.

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**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**



## Monthly Cash Position Per Bank Month ended May 31



2022		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$2,544,339.89
Huntington Investment Account	0.010%	\$11,078,420.13
*Kent County Pooled Funds	0.518%	\$55,910.26
Atlanta Capital Investments		\$11,632,723.00
		<u>\$25,311,393.28</u>

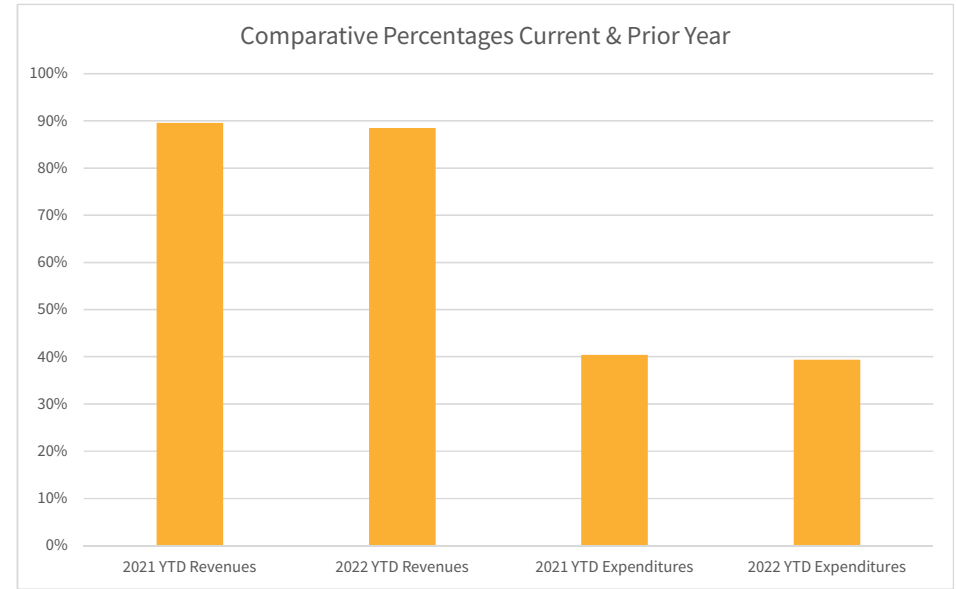
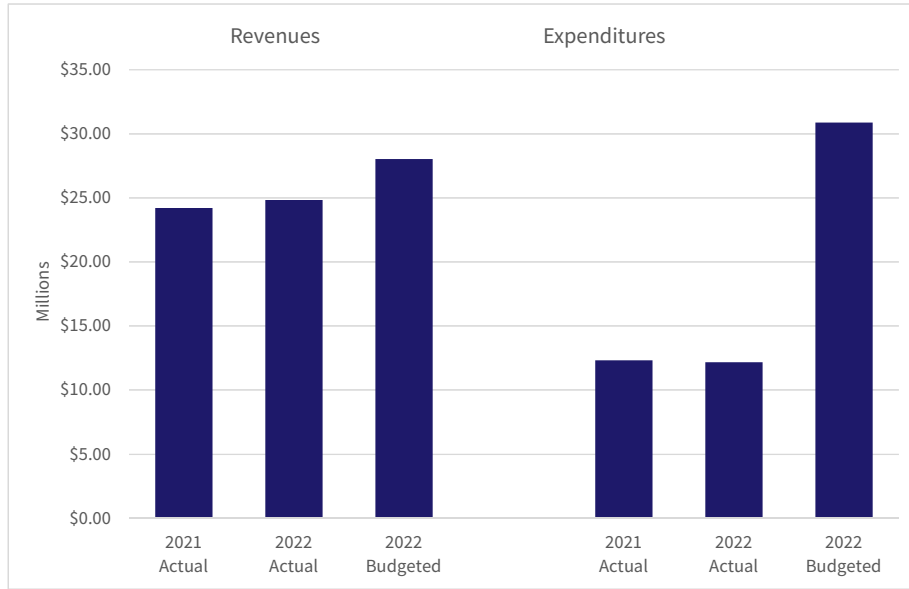
2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$7,424,322.40
Huntington Investment Account	0.010%	\$6,887,568.13
*Kent County Pooled Funds	0.529%	\$56,618.49
Atlanta Capital Investments	0.000%	\$11,953,160.00
		<u>\$26,321,669.02</u>

\* Includes Trust Pooled fund balances

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



## Monthly Revenues and Expenditures Month ended May 31



Budget to Actual with Prior Year Comparison		
<b>Revenues</b>		
2021 Actual	\$	24,215,783
2022 Actual	\$	24,846,057
2022 Budgeted	\$	28,055,051
<b>Expenditures</b>		
2021 Actual	\$	12,324,967
2022 Actual	\$	12,175,159
2022 Budgeted	\$	30,888,255

Comparative Percentages Current & Prior Year	
Account	Amount
2021 YTD Revenues	89.6%
2022 YTD Revenues	88.6%
2021 YTD Expenditures	40.5%
2022 YTD Expenditures	39.4%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2022 Through 5/31/2022  
(In Whole Numbers)

	YTD Actual	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	24,528,403	25,043,883	(515,480)	(2)%
Penal Fines	0	550,000	(550,000)	(100)%
Charges for Services	17,121	35,000	(17,879)	(51)%
Interest Income	(263,016)	60,000	(323,016)	(538)%
Public Donations	87,651	275,000	(187,349)	(68)%
Other Revenue	241,044	1,237,095	(996,051)	(81)%
State Sources	234,854	854,073	(619,219)	(73)%
Total Revenues	24,846,057	28,055,051	(3,208,994)	(11)%
Expenditures				
Salaries and Wages	5,270,629	13,219,957	7,949,328	60 %
Employee Benefits	1,571,425	3,770,067	2,198,642	58 %
Collections - Digital	1,226,968	2,499,083	1,272,115	51 %
Collections - Physical	922,998	1,977,793	1,054,795	53 %
Supplies	204,627	769,604	564,977	73 %
Contractual and Professional Services	887,860	2,010,455	1,122,595	56 %
Programming and Outreach	79,280	419,045	339,765	81 %
Maintenance and Utilities	1,100,122	2,806,989	1,706,867	61 %
Staff Development	136,485	270,746	134,261	50 %
Board Development	10,466	12,000	1,534	13 %
Other Expenditures	435,652	937,445	501,793	54 %
Capital Outlay	328,648	2,195,070	1,866,422	85 %
Total Expenditures	12,175,159	30,888,255	18,713,096	61 %
Excess Revenue Over (Under) Expenditures	12,670,898	(2,833,204)	15,504,101	(547)%

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2022 Through 5/31/2022  
(In Whole Numbers)

	YTD Ending May 31, 2021	YTD Ending May 31, 2022	Total Variance
Revenues			
Property Taxes	23,685,896	24,528,403	842,507
Charges for Services	17,910	17,121	(789)
Interest Income	42,667	(263,016)	(305,683)
Public Donations	102,065	87,651	(14,414)
Other Revenue	346,709	241,044	(105,665)
State Sources	20,536	234,854	214,318
Total Revenues	24,215,783	24,846,057	630,273
Expenditures			
Salaries and Wages	5,302,825	5,270,629	(32,196)
Employee Benefits	1,622,263	1,571,425	(50,838)
Collections - Digital	1,353,609	1,226,968	(126,640)
Collections - Physical	928,627	922,998	(5,629)
Supplies	214,039	204,627	(9,412)
Contractual and Professional Services	752,480	887,860	135,380
Programming and Outreach	46,311	79,280	32,969
Maintenance and Utilities	1,063,027	1,100,122	37,095
Staff Development	23,718	136,485	112,767
Board Development	0	10,466	10,466
Other Expenditures	425,798	435,652	9,853
Capital Outlay	592,270	328,648	(263,623)
Total Expenditures	12,324,967	12,175,159	(149,808)
Excess Revenue Over (Under) Expenditures	11,890,816	12,670,898	780,081

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2022 Through 5/31/2022  
(In Whole Numbers)

	Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
Property Taxes					
4402 Current property taxes	16,832	24,292,322	24,785,883	(493,561)	(2)%
4412 Delinquent personal property taxes	2,324	9,259	10,000	(741)	(7)%
4432 DNR - PILT	311	25,218	33,000	(7,782)	(24)%
4437 Industrial facilities taxes	0	201,604	215,000	(13,396)	(6)%
Total Property Taxes	19,467	24,528,403	25,043,883	(515,480)	(2)%
Penal Fines					
4581 Penal fines	0	0	550,000	(550,000)	(100)%
Total Penal Fines	0	0	550,000	(550,000)	(100)%
Charges for Services					
4660 Other Patron Fees	179	784	35,000	(34,216)	(98)%
4685 Materials replacement charges	2,981	16,337	0	16,337	0 %
Total Charges for Services	3,160	17,121	35,000	(17,879)	(51)%
Interest Income					
4664 Interest Earned on Restricted Investments	22	(5)	0	(5)	0 %
4665 Interest earned on deposits and investments	67,272	(265,732)	60,000	(325,732)	(543)%
4666 Interest Earned - Property Taxes	687	2,721	0	2,721	0 %
Total Interest Income	67,982	(263,016)	60,000	(323,016)	(538)%
Public Donations					
4673 Restricted donations	18,538	82,538	0	82,538	0 %
4674 Unrestricted donations	748	5,113	275,000	(269,887)	(98)%
Total Public Donations	19,286	87,651	275,000	(187,349)	(68)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	1,132,595	(1,132,595)	(100)%
4667 Building rental	275	275	0	275	0 %
4668 Royalties	0	1,272	0	1,272	0 %
4686 Sale of Equipment	54	723	0	723	0 %
4688 Miscellaneous	122	971	4,500	(3,529)	(78)%
4695 Health Insurance Plan Experience Rebate	0	237,803	100,000	137,803	138 %
Total Other Revenue	451	241,044	1,237,095	(996,051)	(81)%
State Sources					
4540 State Aid	214,318	214,318	343,000	(128,682)	(38)%
4541 State aid - LBPH/TBBC	0	20,536	41,073	(20,537)	(50)%
4548 Renaissance Zone reimbursement	0	0	70,000	(70,000)	(100)%
4549 Personal Property tax reimbursement	0	0	400,000	(400,000)	(100)%
Total State Sources	214,318	234,854	854,073	(619,219)	(73)%
Total Revenues	324,663	24,846,057	28,055,051	(3,208,994)	(11)%
<b>Expenditures</b>					
Salaries and Wages					
5700 Board Stipend	330	1,320	3,900	2,580	66 %
5706 Extra duty stipends	350	1,400	0	(1,400)	0 %
5713 Salary & Wages	1,029,561	5,267,909	13,216,057	7,948,148	60 %
Total Salaries and Wages	1,030,241	5,270,629	13,219,957	7,949,328	60 %
Employee Benefits					

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2022 Through 5/31/2022  
(In Whole Numbers)

		Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
5709	FICA	75,787	390,517	1,011,028	620,511	61 %
5716	Defined Benefit Pension Plan Expenditures	0	0	82,515	82,515	100 %
5717	Defined Contribution Pension Plan Contributions	43,582	224,542	826,358	601,816	73 %
5718	Employee Health Benefits	111,072	556,914	1,260,065	703,151	56 %
5720	HSA/Flex	1,333	362,133	351,201	(10,932)	(3)%
5724	Life Insurance	3,149	15,068	31,000	15,932	51 %
5725	Additional Life Insurance	0	0	30,000	30,000	100 %
5727	Gradifi Student Loan Assistance	0	0	139,000	139,000	100 %
5728	YMCA Membership Support	0	0	16,300	16,300	100 %
5730	Other Employee Benefits	1,981	22,250	22,600	350	2 %
	Total Employee Benefits	236,903	1,571,425	3,770,067	2,198,642	58 %
	Collections - Digital					
5785	Cloud Library/OverDrive	0	770,000	1,540,000	770,000	50 %
5786	Hoopla	0	160,000	600,000	440,000	73 %
5787	Digital Collection	429	111,474	136,145	24,671	18 %
5788	Miscellaneous Electronic Access	0	185,494	222,938	37,444	17 %
	Total Collections - Digital	429	1,226,968	2,499,083	1,272,115	51 %
	Collections - Physical					
5791	Subscriptions	(429)	85,582	80,040	(5,542)	(7)%
5815	KDL Cruisers	2,000	2,000	9,228	7,228	78 %
5871	Branch Local Materials - Restricted Donation Expenditures	1,336	3,857	10,725	6,868	64 %
5982	Collection Materials - Depreciable	140,887	535,666	968,300	432,634	45 %
5983	CD/DVD Collection Materials - Non-Depreciable	25,122	131,051	408,500	277,449	68 %
5984	Beyond Books Collection - Non-Depreciable	29,009	164,842	501,000	336,158	67 %
	Total Collections - Physical	197,925	922,998	1,977,793	1,054,795	53 %
	Supplies					
5750	Collection Processing & AV Supplies	11,589	38,475	198,949	160,474	81 %
5751	Supplies	15,532	43,106	132,804	89,698	68 %
5760	Technology & Accessories <\$1000	942	8,165	137,971	129,806	94 %
5764	KDL Staff Event, Supplies & Awards	2,736	4,461	19,430	14,969	77 %
5768	Promotions Supplies	3,995	4,147	39,150	35,003	89 %
5770	Other Awards/Prizes	26,976	93,611	133,850	40,239	30 %
5790	Books (not for circulation)	10,263	10,263	30,650	20,387	67 %
5851	Mail/Postage	532	2,399	35,810	33,411	93 %
5900	Copier/Printer Overage Charges	0	1	40,990	40,989	101 %
	Total Supplies	72,565	204,627	769,604	564,977	73 %
	Contractual and Professional Services					
5792	Software	45,493	290,869	733,896	443,027	60 %
5801	Professional & Other Contracted Services	71,629	355,068	742,630	387,562	52 %
5811	IT Contracted Services	0	1,560	0	(1,560)	0 %
5813	Delivery Services	10,820	50,588	162,167	111,579	69 %
5814	Security Services	1,640	17,511	60,445	42,934	71 %
5817	Lakeland Library Co-op services	0	3,054	6,107	3,054	50 %
5819	Drug Screenings/background checks	0	30	0	(30)	0 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2022 Through 5/31/2022  
(In Whole Numbers)

		Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
5825	KDL Staff Event Services	0	2,160	850	(1,310)	(154)%
5827	Catering	950	2,402	43,675	41,273	95 %
5833	All-staff Services	0	300	0	(300)	0 %
5836	Employee & Partner Care (Flowers, Etc)	40	279	4,300	4,021	94 %
5890	ILS Fees	0	102,102	147,300	45,198	31 %
5891	Licenses and Fees	11,023	55,161	109,085	53,924	49 %
5958	Payroll processing fees	621	6,775	0	(6,775)	0 %
	Total Contractual and Professional Services	142,216	887,860	2,010,455	1,122,595	56 %
	Programming and Outreach					
5795	Programming & Outreach Supplies	7,046	16,707	157,275	140,568	89 %
5865	Programming Services	2,745	10,659	47,740	37,081	78 %
5885	Speakers/Performers	11,715	51,915	214,030	162,116	76 %
	Total Programming and Outreach	21,506	79,280	419,045	339,765	81 %
	Maintenance and Utilities					
5810	IT COLO Infrastructure Services	59,112	292,442	836,750	544,308	65 %
5822	Maintenance Contracts	0	7,426	23,250	15,824	68 %
5848	Mobile Hotspots	11,470	39,648	11,636	(28,012)	(241)%
5849	Cell Phones/ Stipends	1,998	9,244	28,275	19,031	67 %
5850	Telephones	2,188	25,024	37,180	12,156	33 %
5852	Internet/Telecomm Services	56,079	278,361	750,000	471,639	63 %
5919	Waste Disposal	457	2,219	6,610	4,391	66 %
5920	Utilities	5,399	19,903	75,500	55,597	74 %
5925	Lawn care & Snowplowing	587	13,062	28,500	15,438	54 %
5928	Branch Maintenance Fees	0	123,547	482,068	358,521	74 %
5930	Repairs & Maintenance	4,147	16,508	113,470	96,962	85 %
5933	Software & IT Hardware Maintenance Agreements	(7,706)	82,696	189,750	107,054	56 %
5940	Rentals & Leases	133,684	190,043	224,000	33,957	15 %
	Total Maintenance and Utilities	267,414	1,100,122	2,806,989	1,706,867	61 %
	Staff Development					
5910	Staff Development & Conferences	21,382	136,485	270,746	134,261	50 %
	Total Staff Development	21,382	136,485	270,746	134,261	50 %
	Board Development					
5908	Board Development	1,369	10,466	12,000	1,534	13 %
	Total Board Development	1,369	10,466	12,000	1,534	13 %
	Other Expenditures					
5759	Gas, Oil, Grease	546	1,210	8,720	7,510	86 %
5860	Parking	0	83	3,685	3,602	98 %
5861	Mileage Reimbursement	3,544	13,142	64,734	51,592	80 %
5870	Branch Local Misc - Restricted Donation Expenditures	16,457	48,620	219,705	171,085	78 %
5873	Website	101	155,748	156,400	652	0 %
5875	Advertising	907	24,708	109,725	85,017	77 %
5901	Outsourced Printing & Publishing	15,677	20,871	67,500	46,629	69 %
5906	Promotions/Marketing	377	8,525	19,355	10,830	56 %
5907	Sponsorships/Donations	6,500	9,000	17,495	8,495	49 %
5915	Memberships, Dues & Fees	(180)	900	0	(900)	0 %
5935	Insurance	0	103,501	80,911	(22,590)	(28)%
5939	Workers Compensation Insurance	0	35,369	34,000	(1,369)	(4)%

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2022 Through 5/31/2022  
(In Whole Numbers)

		Current Month	2022 YTD	2022 Original Budget	2022 Original Budget to Actual Variance	Percent Remaining
5955	Miscellaneous	2,110	5,136	90,815	85,679	94 %
5959	Sales Taxes	1	2	1,000	998	100 %
5964	Property Tax Reimbursement	5,155	6,329	60,000	53,671	89 %
5965	MEL Return Items	232	2,507	3,400	893	26 %
	Total Other Expenditures	51,426	435,652	937,445	501,793	54 %
	Capital Outlay					
5973	Land Improvements - Non-Depreciable	0	1,110	0	(1,110)	0 %
5974	Land Improvements - Depreciable	0	0	203,000	203,000	100 %
5976	Building Improvements - Depreciable	0	100,914	145,500	44,586	31 %
5977	Technology - Non-Depreciable (\$1000-4999)	34,072	61,454	826,400	764,946	93 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	43,451	108,060	512,400	404,340	79 %
5980	Equipment/Furniture - Depreciable (\$5000+)	57,110	57,110	507,770	450,660	89 %
	Total Capital Outlay	134,634	328,648	2,195,070	1,866,422	85 %
	Total Expenditures	2,178,011	12,175,159	30,888,255	18,713,096	61 %
	Excess Revenue Over (Under) Expenditures	(1,853,348)	12,670,898	(2,833,204)	15,504,101	(547)%

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2022 Through 5/31/2022

Check Number	Vendor Name	Check Amount	Check Date
84291	Hitachi Capital America Corp / Bibliotheca Credit	175,815.52	5/11/2022
AP-221080000364	Priority Health	114,748.47	5/3/2022
84376	IP Consulting, Inc.	92,300.59	5/18/2022
84374	Ingram Library Services Llc	58,343.05	5/18/2022
84263	Ingram Library Services Llc	54,222.81	5/3/2022
84335	Everstream Holding LLC- Michigan	52,937.69	5/18/2022
84292	Bibliotheca, Llc	30,690.00	5/11/2022
AP-9905452004	Verizon Wireless - MiFy Routers & Cell phones	30,182.11	5/25/2022
84322	Bibliotheca, Llc	28,700.00	5/18/2022
84409	TMC Furniture, Inc.	25,000.00	5/18/2022
84217	Comerica Bank	16,742.83	5/3/2022
84375	Interphase Office Interiors, Inc.	14,402.88	5/18/2022
AP-April2022	American Heritage Life Insurance Company / Allstate Benefits	13,811.25	5/13/2022
84386	Maner Costerisan	13,000.00	5/18/2022
84397	Rehmann LLC / Rehmann Technology Solutions, LLC	13,000.00	5/18/2022
84345	Holland Litho Printing Services	12,371.58	5/18/2022
AP-221050001193	Priority Health	12,214.01	5/2/2022
84264	IP Consulting, Inc.	11,269.00	5/3/2022
84407	TerHorst & Rinzema Construction Co.	10,120.00	5/18/2022
AP-9903793073	Verizon Wireless - MiFy Routers & Cell phones	9,004.04	5/4/2022
84328	Comerica Bank	8,958.60	5/18/2022
84321	Baker & Taylor	8,934.69	5/18/2022
84212	Baker & Taylor	8,906.66	5/3/2022
84277	Midwest Tape	8,540.78	5/3/2022
84278	MLA- Michigan Library Association	6,968.30	5/3/2022
84390	Midwest Tape	6,886.95	5/18/2022
84400	Same Day Delivery, Inc	5,951.00	5/18/2022
84396	Quipu Group, LLC	5,780.00	5/18/2022
84384	Lewis Paper	5,083.84	5/18/2022
84381	Kent Intermediate School District	5,000.00	5/18/2022
AP-03444001	Paycor, Inc.	4,235.85	5/12/2022
84339	Governmental Consultant Services Inc.	4,000.00	5/18/2022
84393	Northeast Print House	3,994.92	5/18/2022
84416	Xerox Financial Services LLC	3,719.86	5/18/2022
AP-May2022	PLIC - SBD Grand Island	3,148.67	5/2/2022
84209	Advanced Benefit Solutions, Inc / 44 North	3,086.00	5/3/2022
84318	Jovan Naves / Bare All LLC	3,050.00	5/18/2022
AP-207058052365	Consumers Energy	2,982.03	5/3/2022
84221	DK Security	2,760.00	5/3/2022
84329	Critter Barn	2,700.00	5/18/2022
84327	Central Michigan Paper	2,538.90	5/18/2022
84336	Findaway World, Llc	2,420.65	5/18/2022
84379	Kalamazoo Sanitary Supply / KSS Enterprises	2,307.46	5/18/2022
84415	Wolverine Printing Company	2,297.41	5/18/2022
AP-9903950984	Verizon Wireless - MiFy Routers & Cell phones	2,272.17	5/4/2022
84239	High Performing Culture, LLC	2,260.00	5/3/2022
84270	Lightbox Learning	2,229.14	5/3/2022
84287	UAW Local 2600	2,227.84	5/3/2022
84408	Thomas Klise/Crimson Multimedia	2,200.00	5/18/2022
AP-246138	TelNet Worldwide, Inc.	2,188.07	5/24/2022
84411	UAW Local 2600	2,134.96	5/18/2022

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2022 Through 5/31/2022

Check Number	Vendor Name	Check Amount	Check Date
84404	Springshare Llc	2,100.00	5/18/2022
84285	Tammy Johnson	2,100.00	5/3/2022
84323	Blackstone Audio Inc	1,843.77	5/18/2022
AP-557077	123.Net, Inc	1,724.00	5/13/2022
84286	Thomas Klise/Crimson Multimedia	1,715.00	5/3/2022
84398	RNL Graphics Solutions, LLC	1,707.53	5/18/2022
84331	DK Security	1,640.00	5/18/2022
84227	Findaway World, Llc	1,556.64	5/3/2022
84268	Legal Shield	1,533.30	5/3/2022
84315	Affinity Mentoring	1,500.00	5/18/2022
84325	Cameron Zvara	1,500.00	5/18/2022
84215	CDW Government, Inc.	1,440.35	5/3/2022
84214	Blackstone Audio Inc	1,420.88	5/3/2022
84391	Lifeworks (US) LTD.	1,404.48	5/18/2022
AP-2036757-0422	Dte Energy	1,366.20	5/3/2022
84284	Staples Business Advantage	1,328.79	5/3/2022
84406	Staples Business Advantage	1,265.31	5/18/2022
84341	Grand Rapids Building Services	1,262.00	5/18/2022
84392	Nationwide	1,156.14	5/18/2022
84282	Robin Darling	1,125.00	5/3/2022
84219	Crabtree Publishing Co.	1,057.40	5/3/2022
AP-201897239467	Consumers Energy	1,050.32	5/6/2022
84410	Today's Business Solutions, Inc.	1,050.08	5/18/2022
84267	Kelaine Mish	961.48	5/3/2022
84279	Modern RV Center	824.45	5/3/2022
84394	Pam Spring Advertising, Llc	807.00	5/18/2022
AP-0004114674	Delta Dental Of Michigan	730.98	5/9/2022
84225	Enslow Publishing, LLC	678.00	5/3/2022
84402	Schuler Books	657.80	5/18/2022
84412	Unique	648.28	5/18/2022
AP-03468094	Paycor, Inc.	620.75	5/26/2022
84387	Michelle Roossien	605.96	5/18/2022
84316	All Season Lawn Care	586.75	5/18/2022
84235	Hannah Vanderhorst / Education Revolution LLC	500.00	5/3/2022
AP-9903817844	Verizon Wireless - MiFy Routers & Cell phones	488.00	5/4/2022
84401	Scholastic Library Publishing	473.20	5/18/2022
AP-2424453	Arrowaste	457.00	5/17/2022
84395	Patterson Ice Center LLC	440.00	5/18/2022
84385	Library Ideas, Llc	429.30	5/18/2022
84330	Diomedes Rabago	400.00	5/18/2022
84281	Plainfield Charter Township	397.94	5/3/2022
84230	Cengage Learning	360.30	5/3/2022
84312	Absopure Water Company	344.50	5/18/2022
84228	Foster, Swift, Collins & Smith, P.C.	337.50	5/3/2022
84326	Center Point Publishing	319.98	5/18/2022
84337	Cengage Learning	312.70	5/18/2022
84231	Gareth Stevens Publishing	305.10	5/3/2022
AP-015250	Medtipster.com, LLC.	289.83	5/20/2022
84332	Elm Usa	286.99	5/18/2022
84223	Ebsco Information Services	280.19	5/3/2022
84313	Ada Farmers Market	255.00	5/18/2022
84216	Cedar Springs Theatre Association	252.00	5/3/2022
84340	Graffix Plus / Extreme Graffix Inc.	250.00	5/18/2022

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2022 Through 5/31/2022

Check Number	Vendor Name	Check Amount	Check Date
84289	Vital Records Holdings, LLC / VRC Companies, LLC	216.67	5/3/2022
84338	Gary F Korreck	200.00	5/18/2022
84266	Kalamazoo Sanitary Supply / KSS Enterprises	193.07	5/3/2022
84378	Juan Fernandez	182.70	5/18/2022
AP-SSchuster	TASC	170.96	5/23/2022
84414	Walker City Treasurer	168.75	5/18/2022
84290	Wolverine Printing Company	152.00	5/3/2022
84224	ClearStar, Inc.	150.00	5/3/2022
AP-0021585-0522	Comcast Cable	126.90	5/26/2022
84226	Everlasting Green Plantscape LLC	120.00	5/3/2022
AP-pw 032022	Sarah Ann Weller	120.00	5/1/2022
84232	Grainger	104.72	5/3/2022
AP-IN-2344181	TASC	100.57	5/1/2022
84213	Barbara Sue Kurti	100.00	5/3/2022
84382	Kiwanis Club Of Caledonia	100.00	5/18/2022
AP-2402471	TASC	94.02	5/26/2022
84210	Aqua Blue Aquarium Solutions	85.00	5/3/2022
84317	Aqua Blue Aquarium Solutions	85.00	5/18/2022
84333	Employee Assistance Center (EAC)	85.00	5/18/2022
AP-9905491765	Verizon Wireless - MiFi Routers & Cell phones	83.10	5/4/2022
84413	Vital Records Holdings, LLC / VRC Companies, LLC	75.00	5/18/2022
84314	Advanced Ecosystems / FishGuy	75.00	5/18/2022
84280	Morgan Hanks	72.82	5/3/2022
84399	Robert Henning	69.99	5/18/2022
84236	Heart Of West Michigan United Way	63.00	5/3/2022
84344	Heart Of West Michigan United Way	63.00	5/18/2022
AP-03 22 2022	Sarah Ann Weller	61.15	5/1/2022
AP-QgivMay22	Qgiv Inc.	60.00	5/20/2022
84334	ClearStar, Inc.	60.00	5/18/2022
84265	Jennifer German	57.21	5/3/2022
AP-PW05-19-22	Sarah Ann Weller	56.91	5/25/2022
84238	Herrick District Library-Ho	51.86	5/3/2022
84237	Hennie Vaandrager	50.00	5/3/2022
AP-CM05-19-22	Charles R. Myers	49.89	5/25/2022
AP-PW 03 4950	Sarah Ann Weller	49.50	5/1/2022
84271	Maria Page	49.19	5/3/2022
AP-CM03-17-22	Charles R. Myers	44.04	5/1/2022
84218	Courtnei Moyses	43.72	5/3/2022
AP-CM04-21-22	Charles R. Myers	42.87	5/1/2022
84269	Liberty Mutual Insurance	38.00	5/3/2022
84342	Grand Rapids Public Library	37.95	5/18/2022
AP-PW04-21-22	Sarah Ann Weller	37.61	5/1/2022
84383	Leighton Township Library	31.95	5/18/2022
84403	Southfield Public Library, ATTN: Diane Mulhinch	23.00	5/18/2022
84234	Hannah Lewis	21.67	5/3/2022
84222	Dowling Public Library	20.95	5/3/2022
AP-PW 03 2040	Sarah Ann Weller	20.40	5/25/2022
AP-CM05-9-22	Charles R. Myers	18.72	5/25/2022
84288	UPS	17.98	5/3/2022
84273	Melissa Moens	16.99	5/3/2022
AP-pw 03 22 22	Sarah Ann Weller	15.90	5/1/2022

**Kent District Library**  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2022 Through 5/31/2022

Check Number	Vendor Name	Check Amount	Check Date
AP-PW 03 1542	Sarah Ann Weller	15.42	5/1/2022
84343	Hart Area Public Library	15.00	5/18/2022
84220	Devin Cunningham	14.99	5/3/2022
AP-CM03-14-22	Charles R. Myers	14.04	5/1/2022
AP-CM01-10-22	Charles R. Myers	14.04	5/1/2022
84272	Melissa Breese	12.99	5/3/2022
84233	Hamburg Township Library	12.95	5/3/2022
84377	isolved Benefit Services	12.87	5/18/2022
AP-PW 03 1129	Sarah Ann Weller	11.29	5/1/2022
AP-PW05-9-22	Sarah Ann Weller	11.12	5/25/2022
AP-CM02-05-22	Charles R. Myers	9.95	5/1/2022
AP-03 22 PW	Sarah Ann Weller	9.25	5/1/2022
84324	Brooke Clark	8.99	5/18/2022
AP-PW04-11-22	Sarah Ann Weller	7.61	5/1/2022
84380	Kathy Potts	6.38	5/18/2022
AP-9905452003	Verizon Wireless - MiFy Routers & Cell phones	(1,064.49)	5/25/2022
Report Total		969,935.88	

**Kent District Library**  
Check/Voucher Register - Voided Checks  
From 5/1/2022 Through 5/31/2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
84169	Monroe County Library System	<u>(15.95)</u>	5/5/2022
Report Total		<u>(15.95)</u>	

# Director's Report

**As the KDL system-wide Summer Wonder program begins in 2022, what are some of the unique events and activities your branches are doing to encourage readers of all ages this summer? What are you most looking forward to this year for your branch and community?**

## **EAST GRAND RAPIDS BRANCH + AMY VAN ANDEL LIBRARY**

This Summer, the East Grand Rapids and Amy Van Andel Libraries will be bringing the library to the community instead of waiting for the community to come inside the library.

In East Grand Rapids, Summer Wonder programming returns to John Collins Park with outdoor storytime and special events. East Grand Rapids is perhaps most excited about the Little Strummers Guitar Class on July 14th which provides children with an introductory group guitar lesson. Instruments and instruction will be provided, and children will leave having learned some basic chords and a song. The Friends of the Library are funding this great event.

Branch Librarian Liz Wierenga of the Amy Van Andel Library will be going to the Ada Farmer's Market every Tuesday this summer for outdoor storytime. She's recently moved to working full time and the branch looks forward to seeing her have an even greater impact on engaging young readers.

## **GAINES + KENTWOOD**

At the Kentwood Branch, staff will be promoting Summer Wonder at the Kentwood Farmer's Market which is held in the City Hall parking lot adjacent to the library. The library will be open during the June 4th, Food Truck Rally and will be present at that event as well. Kentwood Branch staff and the Teen Crew interns will be walking in the 4th of July Kentwood Parade this year. All past participants have shared how it warms the heart to hear library patrons shout out how much they love the library along the parade route. Also, the Kentwood Branch houses a food pantry in the library. Although it is maintained by the City of Kentwood, staff are regularly adding to the shelves. It is anticipated that the KDL and Feeding America West Michigan free lunch program, Gather 2 Grow, will be equally needed at both Gaines and Kentwood Branches. Staff are looking forward to helping provide a daily meal to youth this summer.

Staff at both Kentwood and Gaines Branches visited all the Middle Schools in the service area, gave book talks and presented Summer Wonder information to the students. All 1st-grade classes, were visited and library cards were issued along with library information for parents. Staff are creating colorful and eye-catching displays within the branches to attract readers to new titles and genres. Staff at both Branches are also very excited to return to a full calendar of branch programs including crowd favorites such as Touch a Truck and The Critter Barn.

## **KELLOGGSVILLE + WYOMING**

Staff at both the Wyoming and Kelloggsville branches are looking forward to getting back to programming in 2022. Wyoming's Annual Summer Wonder Kick-Off Carnival will take place on June 7th and it will feature a balloon artist and photobooth. Staff are working with the City of Wyoming to host city-licensed food trucks on Tuesday evenings before Summer Wonder programs. Both Branches will be offering regular storytimes in addition to family music programs and bilingual programming. The Kelloggsville Branch will be hosting its first-ever outdoor Latin Rock music concert featuring Cabildo on the evening of June 7th. Branch Librarian Adrianna Triche and Diversity and Inclusion Specialist Shelley Roossien created a beautiful Story Walk for patrons that includes braille text. The Story Walk will be featured at two Kent County Parks this summer.

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

The Spencer Branch is ushering in Summer Wonder with the annual Summer Carnival on June 4th. This is an exciting and well-attended event for the community and it gets attendees excited about signing up for Summer Wonder and programs that are offered throughout the summer.

Staff at the Nelson Township Branch have committed to offering a program for different age groups on Saturdays throughout the summer because it's a popular program day for residents of the community. Bringing people in for the programs will inspire them to sign up for Summer Wonder and keep them engaged throughout the summer. Highlights of the Saturday programs include 'Farm on the Go', 'Touch a Truck', and 'Decorate Your Bike for the Fourth of July', where kids can decorate their bicycles and then participate in the kiddie parade as part of the Sand Lake Independence Day celebration.

Krause Memorial (Rockford) Branch has several events early on in the summer to promote Summer Wonder, along with all of the other services and materials the library provides to its communities. The 13th Annual Reading Rocks in Rockford reading Festival takes place on June 4th. Over 30 Michigan authors will be in attendance to talk about their craft and sign books, including featured author, Jeffrey Brown, creator of the Jedi Academy series. Other highlights include Rockin' Reader awards to 255 area students, a library craft tent, KDL Bookmobile, Rockford Public School Book Bus, Friends of the Library book sale, face painting, art tent, Ruff Readers, and Rockford Rotary's Pluck-A-Duck tent, where children receive a free book.

Krause Memorial (Rockford) Branch staff will also walk in Rockford's Annual Start of Summer Parade on June 11th. Staff will be joined by the KDL Bookmobile, which is always a hit with the crowd. The annual parade is a great means to heighten the library's visibility in the community and to promote Summer Wonder.

# Featured Department

## Information Technology | IT

This past year, KDL's IT department has been busy! IT may work behind the scenes, but the outstanding team keeps the technological resources of the library up and running. What would the library be without public computers, free printing, and WiFi access, to name just a few? Some of the highlights from the past year include (but are very much not limited to):

- In October, Network Systems Specialist Rich Nagel and others completed an upgrade to KDL's Wireless Access Points (140 total) that greatly increased both the number of patron devices that can connect to the network and expanded the coverage area the WiFi signal reaches.
- Network Systems Specialist Dhanya Ravi worked tirelessly with User Experience Manager Morgan Hanks and others to create, implement and train staff on a new Curbside texting service that allows patrons to request curbside holds via text rather than calling. This service expands the ways patrons can interact with staff and allows Branch staff to promptly respond to Curbside requests from anywhere inside the building, rather than having to be tethered to a phone. Currently, the service is being offered at the Cascade and the Caledonia Township Branches but will be expanded to other Branches in the future.
- Network Systems Specialist Grahm Lawcock assisted several KDL departments with automating various workload processes to save staff time and energy, including creating forms for Staff Picks, a Balance Bag form for Circulation Moonshot, and the MLK Jr Day volunteer sign-up process. He is currently working with the Programming Department to streamline and automate a number of their processes too!
- Network Systems Specialists Ray Mysels and Grahm Lawcock have devoted many hours in collaboration with KDL's printer management partner, MOS, and the Marketing Communication team to correct color inconsistencies in the branch printers, as well as refining many other features of the printers in response to staff feedback.
- IT Director Kurt Stevens worked with the Collection Services Manager, Liz Guarino, to leverage the government's Emergency Connectivity Fund, allowing KDL to acquire many additional hotspots and laptops for the Library, saving taxpayers over \$200K and expanding these needed community resources.
- This year, IT also began doing quarterly branch visits to all 20 locations. These periodic visits allow the team to interact with Branch staff firsthand, check on known issues, and identify new issues that may have gone unreported. These visits have also allowed the team to create stronger relationships with Branch staff and get a better sense of the life of the library.

Some new projects IT is currently tackling include:

- Streamlining the Sharepoint site and other Microsoft 365 resources, the goal being to unclutter email distribution lists and create greater staff awareness about how to use the many Office 365 resources efficiently and effectively.
- Searching for new Intelligent Returns Equipment, such as Smart chutes and other library materials check-in equipment that will help reduce the amount of time Branch staff must devote to checking in materials. KDL is currently soliciting vendor bids for this equipment and the project team is composed of members of IT, Collection Services, and Branch staff. Including diverse perspectives from throughout the organization will ensure we choose the right product for KDL.

# OUTREACH

MAY 2022

## AFRICA HEALTH FAIR

This event included conferences, services, food and the exchange of community resources. The event was well-attended, and important information was shared.



## CINCO DE MAYO CELEBRATION

Together with the Mexican Association, KDL remembered and celebrated this important date, in the context of the many implications it had for the United States. The Celebration was at the Grand Rapids Public Museum. Pictured at the left is Julieta Tornos, one of the KDL Literacy Center Interns.

## EXPUNGEMENT FAIR

The Expungement Fair at the Center for Community Transformation was a well-organized event. The plan is to continue to collaborate and expand access to these important resources and improve access to community resources.



## LITERACY CENTER INTERSHIP

For five weeks, the Literacy Center worked in coordination with KDL Community Engagement staff to provide library customized learning to four interns: Maria Lucas, Julieta Tornos, Ana Roman and Yusmelis Montoya. The experience has been very positive, and KDL will continue to work to offer opportunities for them in the library system.

## WHITECAPS BOOKMOBILE VISITS

The KDL Bookmobile visited the Whitecaps during two games while school kids from around the region were visiting. The focus was to get kids excited about Summer Wonder and provide teachers with valuable information.



## WEST ELEMENTARY PARENT FAIR

The KDL team was able to participate in a last-minute request by West Elementary Parent Fair with outdoor games, music, giveaways and swag. The day was perfect and KDL had multiple ecard signups (mostly Spanish speakers), as well as many Mission Read signups.

# PROGRAMMING

MAY 2022

The Summer Workgroup gathered at the Service Center on May 26 to select and box summer prize books for all 20 branches. The team packed over 12,000 books to send out to the branches. Phew! All Summer Wonder completers ages 0-17 will be able to choose a prize book. The group worked hard to develop informational sheets about the Tween and Teen books so that kids and caregivers can quickly discern the content. Adults will receive a snazzy large umbrella with the KDL Summer Wonder logo.

Program Highlight: Teen Crew Orientation. In May, 20 Teen Crew Orientations were held across KDL. Staff are excited to bring back this important program. Teen Crew is a great way for high schoolers to get service hours and for "tweens" and younger teens to learn the basics of being a great library volunteer by helping with Summer Wonder. Program goals are to develop character, a lifelong commitment to giving back (philanthropy) and good citizen skills.

- Walker Branch Librarian Brittany Zuehlke said, "There was a feeling of excitement and a great energy with the group. They were all happy to be there. One teen specifically asked if they could dust during their shifts, and I was more than thrilled to say YES! I am looking forward to my first year as a Teen Crew coordinator."
- Caledonia Branch Librarian Audrey Barker commented, "One of my return kids happens to be in a wheelchair. She told me that she is so happy to return because she loves how easily she is included and feels like just one of the team here. Several of the kids were so excited to have something to do this summer. These amazing kids are so excited to help with events all summer long. We are so so so lucky to have such an amazing group of kids again this year! It's truly one of the highlights to summer for me, too!!!"

Summer Wonder started on June 1st. Before Summer Wonder officially started, KDL already had 1,740 online signups via Beanstack. Summer Wonder has been promoted in schools and throughout the media. The displays are up, performers are booked and the staff are ready and excited. Let's go!



# Katie Kudos

## WINNERS FOR MAY 2022

**DAVID PALMA**

**CASCADE TOWNSHIP**

**NOMINATED BY CODY KETCHUM**

**POSITIVE**

**BECAUSE ...** "Along with all the Cascade staff who were doing such an amazing job at the Spring EXTRAVAGNZA, I want to recognize Dave and the positive attitude he welcomed our patrons with. Thank you for all that you do for KDL, Dave!"

**AND**

**NOMINATED BY LULU BROWN**

**HELPFUL**

**BECAUSE...** "I have enjoyed seeing Dave's leadership in the branch blossom over the last few months. He is always providing suggestions on ways the team can leverage their peers or existing resources to make decisions. His ability to serve as a resource to the staff at Cascade does not go unnoticed."

**AND**

**NOMINATED BY ASHLEY SMOLINSKI**

**POSITIVE**

**BECAUSE...** "Dave, you did a fantastic job presenting at the Youth Mini-Summit. I loved listening to the way you talk about teens, how we can make a huge difference in their lives, and how they can use the library. The video that featured well-known actors was amazing and it made me think about ways to engage teens in the teen crew. Thanks for building such positive relationships with our teens and sharing what you know with the whole team!"

**PAULA WRIGHT**

**COMSTOCK PARK**

**NOMINATED BY PENNI ZURGABLE**

**COURAGEOUS**

**BECAUSE...** "The Comstock Park High School Volunteer Fair happened this year on the same day as the Youth Mini-Summit. Our adult librarian, Paula, stepped up and faced the teenagers. Thank you, Paula, for going out of your comfort zone when needed."

**AND**

**NOMINATED BY HANNAH MOEGGENBORG**

**INCLUSIVE**

**BECAUSE...** "A big shoutout to the Hygiene Locker Team!" Thank you everyone for being a part of this team and making these locker's a reality. You've all been instrumental in making sure we're proving quality, needed items to our patrons without shame and judgment."

**YUKO ROBERTS**

**NOMINATED BY LIZ GUARINO-KOZLOWICZ**

**COURAGEOUS**

**BECAUSE...** "Yuko has been part of a team, including Megan and Rachel, who have done an excellent job coming up with a clear, expedited method for getting the Youth and Teen CORE materials out to the branches in time for Summer Wonder. They worked together to make sure they were on schedule and even with some items on backorder, we're in excellent shape."



# Upcoming Meetings + Dates of Interest

## Upcoming Meetings

**Regular Board Meeting**  
**Thursday, July 21, 2022**  
**4:30 PM**  
**KDL Service + Meeting Center**

**Regular Board Meeting**  
**Thursday, August 18, 2022**  
**4:30 PM**  
**KDL Service + Meeting Center**

**Regular Board Meeting**  
**Thursday, September 22, 2022**  
**4:30 PM**  
**KDL Wyoming Branch**

## Dates of Interest

**ALA Annual Conference**

**June 23-28, 2022**

**Washington, DC**

**Lance Werner "50" Birthday**

**June 26, 2022**

**KDL Pension Board Meeting**

**August 17, 2022**

**1:00 PM**

**KDL Service + Meeting Center**





# MONTHLY PROJECT REPORT

**MAY 2022**

- 0** New projects approved
- 19** Projects in approval queue
- 3** Declined



- On Time** 10
- Late (At Risk)** 4
- Completed since 01/22** 7

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

## Books for Newborns

- **Project Lead:** Sara Proaño
- Status:** On track

**Approval Date:** 04.27.22  
**Due Date:** 10.31.22

Books have been purchased and a welcome card has been designed for both English and Spanish audiences. Once these items are received, the project team will get to work on packaging materials. Some partnering organizations will receive all of their materials at once, while other partners who have reported limited capacity for storage will receive them on a schedule. The project team plans to store all inventory at the Service Center until it can be sent out. Partners will also receive instructions for introducing and disseminating materials, as well as a link where they can fill out an evaluation on their experience. Since most of this project involves planning as opposed to hands-on delivery, gathering this feedback from our partners will be critical to catching unseen snags in the process.

## Circulation Moonshot: Collection Purchasing Philosophy

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

**Approval Date:** 02.02.22  
**Due Date:** 08.31.22

The Collection Development team has officially drafted a Purchasing Procedure to help staff better understand internal processes for purchasing library materials, and KDL's legal team is reviewing the existing Materials Selection Policy. Additionally, a document outlining cost per use for Indie press titles vs. bestsellers has been drafted and express-to-circulating ratios are being evaluated, along with holds. The team is currently conducting research on how other libraries handle patron purchase recommendations, including the number of purchase requests each patron is allowed to submit per year and the criteria referenced for approving or denying the request. In June, the project team will further document the different items that patrons request for purchase and create talking points for handling and responding to these requests in the future.

## Circulation Moonshot: Displays + Merchandising



**Project Lead:** Jared Seigel + Shelby Toren  
**Status:** At Risk - Timeline

**Approval Date:** 06.30.21

**Due Date:** *new due date 08.31.22*

Project Leads Jared Seigel and Shelby Toren made a second visit to each branch in May to check on merchandising progress and discuss how Branch Champions can use provided data to support circulation. Most branches have submitted their numbers for purchasing display supports and ordering should begin soon. The deadline for this project has now been changed to August 31 to allow more time for determining display furniture criteria.

## Circulation Moonshot: Weeding Standards



**Project Lead:** Liz Guarino-Kozlowicz  
**Status:** At Risk - Timeline

**Approval Date:** 06.30.21

**Due Date:** *new due date 08.31.22*

As of the end of May, all branches have completed the statistics gathering portion of the new "Weeding at Check-in" process. Unfortunately, rollout of the new weeding report, which is being built by SirsiDynix, has been delayed since Systems Librarian Analyst Rochelle Ball discovered inconsistencies in reported data. Once these issues have been fixed and KDL receives a modified report, modified pilot rollouts will occur at the Alpine Township, Caledonia Township, Cascade Township, Englehardt (Lowell) and Krause Memorial (Rockford) branches.

## Circulation Moonshot: Youth + Teen CORE Collection



**Project Lead:** Tammy Schneider  
**Status:** Complete

**Approval Date:** 10.20.21

**Due Date:** 05.31.22

Youth + Teen CORE books, along with a trifold brochure of the new titles, are now in branches and ready to go — just in time for Summer Wonder! The Youth + Teen CORE collection will be highlighted on the KDL blog and social media, as well as in a full-page spread in the Summer Kaleidoscope. With all other deliverables complete, the project team is happy to report this project came in slightly ahead of schedule.

## Concerts for the Community



**Project Lead:** Randy Goble  
**Status:** On track

**Approval Date:** 04.27.22

**Due Date:** 10.31.22

All dates for the Frederik Meijer Gardens Concert Series have been claimed and related details such as transportation, food and ticket delivery are now being ironed out. Partners have expressed gratitude and excitement for this amazing opportunity. The project team is now creating two evaluation forms: one for participants and one for our partner organizations. Data gathered from these will be reported to the Van Andel Foundation.

## Curbside Texting + Interactive Voice Response (IVR)



**Project Lead:** Morgan Hanks  
**Status:** At Risk - Timeline

**Approval Date:** 10.20.21

**Due Date:** *new due date 06.15.22*

A marketing blast advertising this survey is currently in full swing. All Cascade Township patrons and constituents will hopefully learn more about this important offering. KDL staff continues to find that many people do not know that curbside texting is an option; thus, the project team is thinking of additional ways to highlight this in-person. As this project wraps up, the project team is eagerly anticipating how it might translate to a second iteration.

## Data Dashboard Phase 1



**Project Lead:** Scott Ninemeier + Sheri Glon  
**Status:** On track

**Approval Date:** 03.02.22  
**Due Date:** 08.31.22

The Key Performance Indicator (KPI) for Circulation has officially been built out in BlueCloud Analytics and the team is now reviewing it to find what will work well about the potential data dashboard and what will not work well. Because this first KPI pulled from information already housed in SirsiDynix, our library catalog database, the next challenge will be to find a way to easily incorporate any manually collected data, such as visitor counts and program attendance, into BlueCloud Analytics as well. There are six KPIs in total that will need to be pulled into one dashboard for regular monitoring by the RM1s: circulation, collection size, engaged cardholders, net promoter score, program & outreach attendance, and visitor counts.

## EDI Collection Audit / Tagging (Phase 2)



**Project Lead:** Tammy Schneider  
**Status:** On track

**Approval Date:** 03.24.21  
**Due Date:** 12.31.22

Tagging of the Juvenile Non-Fiction collection is nearly complete, and all related tasks have officially been delegated to project team members. Collection Development Librarian Marie Mulder will begin creating cards for the Juvenile Fiction collection next.

## Email Group Streamline + Update



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

**Approval Date:** 03.02.22  
**Due Date:** 12.31.22

The project team continues to establish a general understanding of the Microsoft Office Suite and the depth of work that needs to be done in order for this project to be a success. By taking extra time now to really understand the ins and outs of how this can best be used at our specific organization, the team hopes to create a structure of processes that can be maintained for years to come.

## Expungement Fair with Legal Aid of Western Michigan



**Project Lead:** Hennie Vaandrager  
**Status:** On track

**Approval Date:** 02.02.22  
**Due Date:** 08.31.22

In May, Project Sponsor Randy Goble and Project Lead Hennie Vaandrager met with Steve Grumm of Legal Aid of West Michigan concerning this project and partnership. As a result of this meeting, both KDL and LAWM have decided to hold two Expungement Information Sessions in the fall at the Wyoming and Englehardt (Lowell) branches, so chosen because they have Amazon Echo stations that can host remote intake and videoconferencing between patrons and LAWM representatives. Hennie is currently working with the branches to set up dates and times for the events.

## Hygiene Lockers



**Project Lead:** Hannah Moeggenborg  
**Status:** Complete

**Approval Date:** 01.19.22  
**Due Date:** 04.30.22

Every single KDL branch now has their very own locker fully stocked for interested patrons. The project team has received a lot of positive feedback from the community. For example, a desperate patron at the Alpine Township Branch was able to find a fresh diaper for her toddler. Because of this, they were able to continue enjoying the library for at least another hour, rather than cut their visit short. Other patrons have also expressed interest in donating.

## KDL Mobile App



**Project Lead:** Remington Steed  
**Status:** Complete

**Approval Date:** 11.29.21  
**Due Date:** *new due date 05.31.22*

KDL's new mobile app has been well received by staff and patrons alike. As of May 24, there have been over 3,300 downloads, which is above and beyond the original goal. Of course, this wouldn't have been possible without KDL's many front-line staff who promoted the new service and wore "What's APP-ening?" buttons leading up to the debut. KDL's new Digital Marketing Strategist Josh Mosey also featured the app in his first-ever KDL eNewsletter. Special thanks to the project team for working so hard and being so attentive and curious throughout the duration of the project. Every member went all-in with responding to and investigating issues, carefully testing for bugs and signing off on what has been a superb product for patrons. These team members are: Eric DeHaan, Jackie Jurgens, Joel Kibbe, Matthew Wagenheim, Morgan Hanks, Trish Reid, Rochelle Ball, Sheri Glon and Randy Goble.

## KDL Way Service Vision + Training



**Project Lead:** Jennifer DeVault + Lulu Brown  
**Status:** On track

**Approval Date:** 03.02.22  
**Due Date:** 11.15.22

The project team continues to meet and determine the core fundamentals to excellent library service and internal culture. All managers received David Friedman's book *Culture by Design* at the quarterly meeting in May. The consulting firm CultureWise will be leading the team through processes for building a high performing culture in early June, most of which is based off the principles described in the book. This will be critical as KDL frames service and culture moving forward.

## New Cardholder Onboarding



**Project Lead:** Morgan Hanks  
**Status:** On track

**Approval Date:** 04.27.22  
**Due Date:** 11.15.22

The project team held their official kickoff meeting on Friday, May 20 and the energy was electric. The team is currently working to identify users according to interest and to match our services with them accordingly. For example, if a user says they are a music lover, we can tailor their registration experience to this interest and tell them all about our wonderful music-related resources. Project lead Morgan Hanks has been working with the vendor Quipu, who processes all KDL card registrations, and they are on board with building this as custom code into the registration page. Patron interests should be able to be captured in the patrons Workflows account.

## Rehmann - Finance Department Audit




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

**Approval Date:** 11.02.20  
**Due Date:** *new due date 5.31.22*


A new branch furniture and equipment process was communicated to the organization in May. This will help staff to navigate capital expenditures and municipal expectations for branch purchasing moving forward. The KDL Finance team and Leadership Team are in the planning phase of a new travel and conference procedure and will be updating the credit card policy in the next month. Further punch list items from this project were implemented in May, but unfortunately did not provide expected efficiencies; thus, they will be abandoned.

## Systemwide WonderKnook Refresh

 **Project Lead:** Missy Lancaster + Abby Black **Approval Date:** 09.23.21  
**Status:** On track **Due Date:** 11.30.22

In May, the Board of Trustees and all KDL staff reviewed renderings of the final WonderKnook pieces. Overall, everyone was excited, if not a little disappointed that they won't be able to play with the pieces themselves. As of this report, the vendor has officially started production on all pieces. Project Co-Lead Missy Lancaster will be visiting the TMC manufacturing plant in Kentwood to take pictures of progress as time goes on. Project Co-Lead Abby Black presented on this project during a Youth Summit, and TMC generously brought in a play table to use for demonstration. Finally, the team is busy developing gamification of the spaces for each branch. Kids will be able to visit different branches and receive a stamp. Those who obtain five stamps will receive a special prize. Manipulatives for the spaces will also be bought in late August. This way, each location will have fresh new toys to bring the spaces to life.


## Traveling Exhibits

 **Project Lead:** Brad Baker **Approval Date:** 12.29.21  
**Status:** Complete **Due Date:** 04.30.22

The project team is hard at work brainstorming how these displays may be adapted for future exhibits, including student artwork and other partnerships. As of now, the plan is to coordinate displays with StorySTROLL programming in the fall, which will also align nicely with ArtPrize traffic. Otherwise, all associated deliverables for this project have been satisfied.


# BUILDING PROJECTS

## Krause Memorial (Rockford)

 **Project Lead:** Jennifer German **Approval Date:** N/A  
**Status:** N/A **Due Date:** N/A


Work has begun with Progressive AE, which will determine the appropriate square footage of an expanded library. The first fundraising meeting with The Breton Group took place on June 7.

## Service + Meeting Center

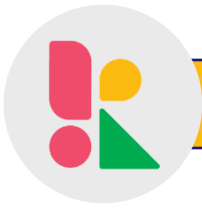
 **Project Lead:** Missy Lancaster **Approval Date:** 2020  
**Status:** Complete **Due Date:** *new due date 05.31.22*

Construction has officially finished at the Service Center! Though the process has been long and inconvenient at times, seeing the finished spaces and beautiful lobby artwork have made it all worth it.

## Walker

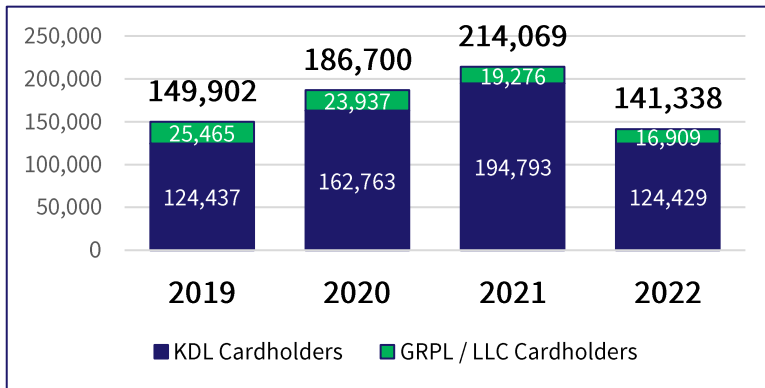
 **Project Lead:** Craig Buno **Approval Date:** N/A  
**Status:** N/A **Due Date:** N/A

The City of Walker is still finalizing a draft of the Request for Proposal for the current location.



# MAY 2022 STATISTICAL SUMMARY

## Active Patrons:



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.

## 2,310 Accounts Added in April:

- 2,053 New KDL Cardholders
- 184 New GRPL Cardholders
- 73 New LLC Cardholders

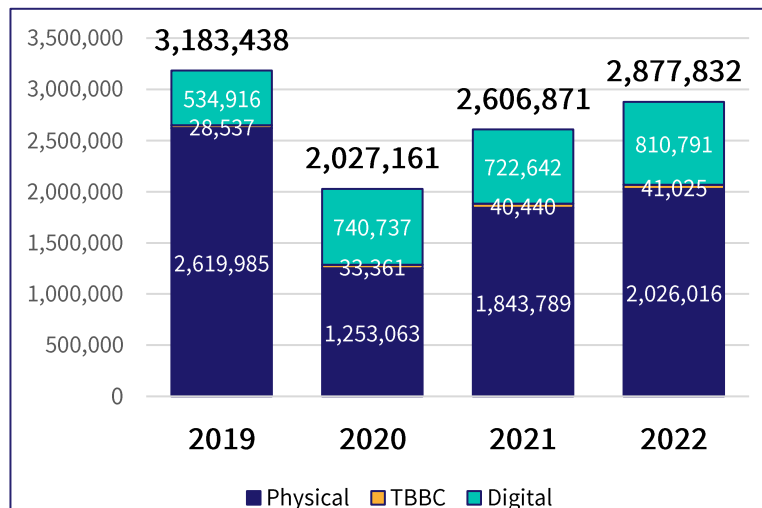
Note: In 2020, Library Card Challenge accounts were added to the KDL cardholder total when that program ended, and formerly expired accounts were reactivated through summer 2021 to more easily access digital resources. These accounts have now expired again.

## Comparing to Previous Timeframes:

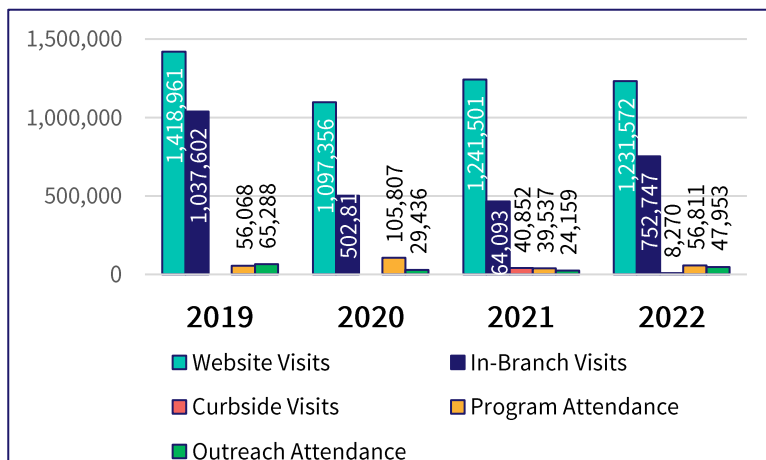
- **Physical Checkouts:** Down 9% from last month; Down 1% from 2021; Down 29% from 2019
- **Digital Checkouts:** Up 1% from last month; Up 14% from 2021; Up 53% from 2019
- **Visitor Count:** Down 7% from last month; Up 41% from 2021; Down 27% from 2019
- **Program Attendees:** Up 18% from last month; Up 234% from 2021; Down 2% from 2019

(See following page for more details)

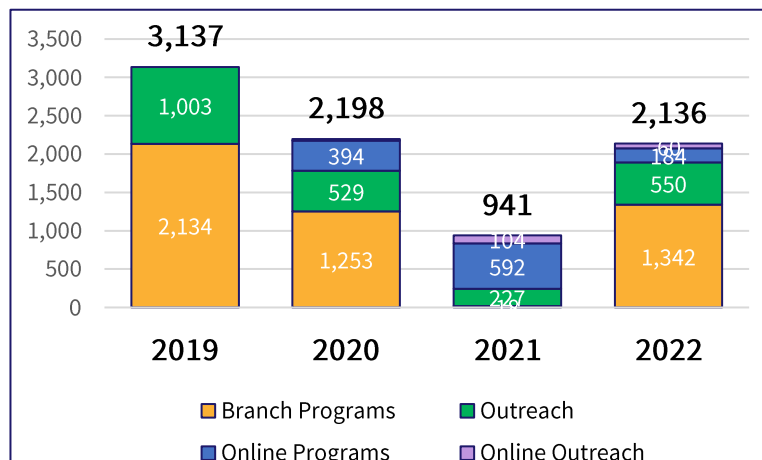
## Circulation YTD:



## People Served YTD:



## Number of Events YTD:

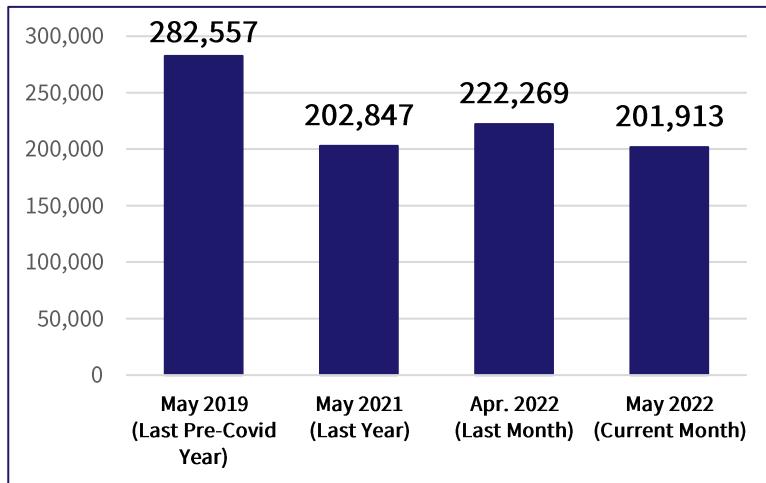




## MAY 2022 STATISTICS IN-DEPTH

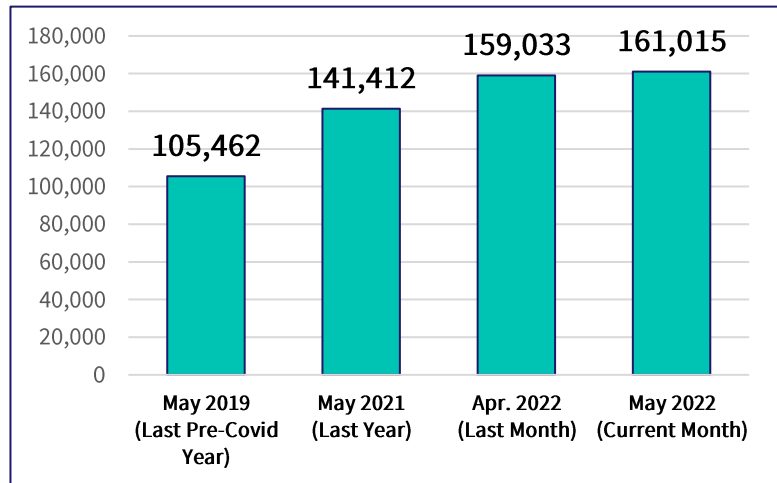
How have our basic statistics changed month-to-month and when compared to last year (2021), and compared to the last pre-COVID year of 2019?

### Physical Items Checked Out:



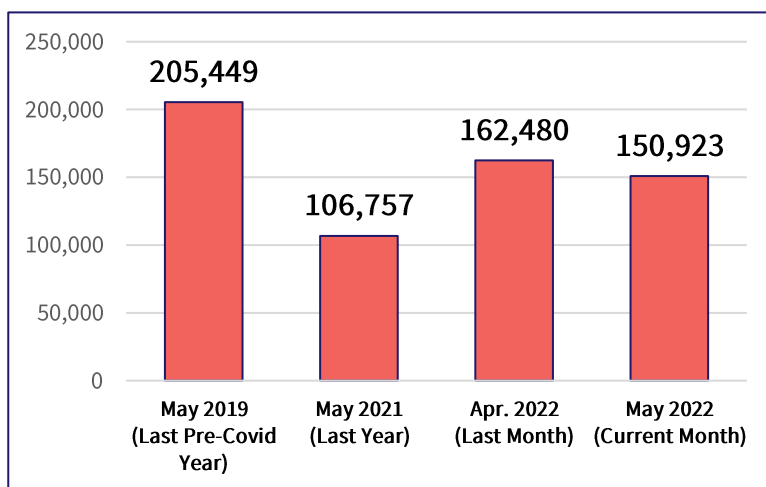
Physical checkouts are **down 9%** from last month, **down 1%** from the same month last year, and **down 29%** compared to the same month in 2019.

### Digital Items Checked Out:



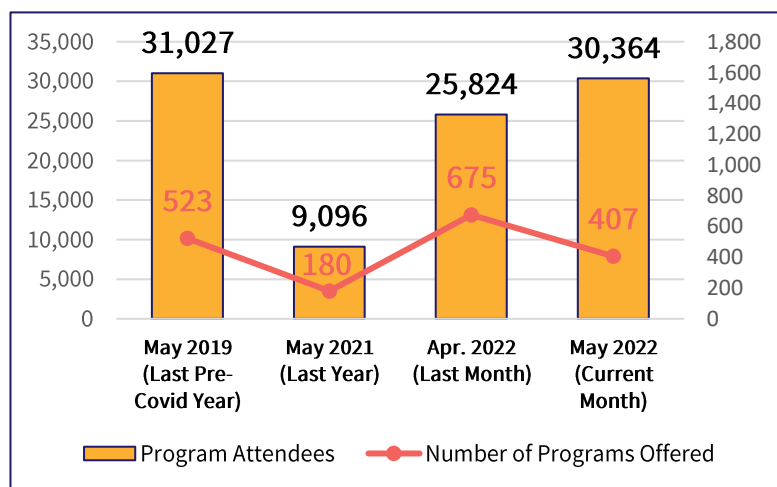
Digital checkouts are **up 1%** from last month, **up 14%** from the same month last year, and **up 53%** compared to the same month in 2019.

### Visitor Count:



Branch visitors are **down 7%** from last month, **up 41%** from the same month last year, and **down 27%** compared to the same month in 2019.

### Programs & Outreach:



Program & Outreach attendance is **up 18%** from last month, **up 234%** from the same month last year, and **down just 2%** compared to the same month in 2019.



## MOST POPULAR TITLES LAST MONTH

Click on each title for a link to the catalog

### All Physical Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. KDL WiFi Mobile Hotspot	233
2. <i>22 Seconds</i> by James Patterson	133
3. <i>Wish You Were Here</i> by Jodi Picoult	125
4. <i>Dream Town</i> by David Baldacci	119
5. <i>Steal</i> by James Patterson	115
6. <i>Run, Rose, Run</i> by Dolly Parton and James Patterson	110
7. <i>Death of the Black Widow</i> by James Patterson	108
8. <i>The Summer Place</i> by Jennifer Weiner	107
9. <i>The Recovery Agent</i> by Janet Evanovich	97
10. <i>The Last Thing He Told Me</i> by Laura Dave	96

### All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. KDL WiFi Mobile Hotspot	201
2. <i>Verity</i> by Colleen Hoover	157
3. <i>It Ends with Us</i> by Colleen Hoover	149
4. <i>Kirby and the Forgotten Land</i> Nintendo Switch video game	138
5. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid	124
6. <i>Uncharted</i> DVD	120
7. <i>Reminders of Him</i> by Colleen Hoover	111
8. <i>Sparring Partners</i> by John Grisham	110
9. <i>Book Lovers</i> by Emily Henry	109
<i>Uncharted</i> Blu-Ray	109

### OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>Where the Crawdads Sing</i> by Delia Owens (audio)	233
2. <i>Lessons in Chemistry</i> by Bonnie Garmus	224
3. <i>Lessons in Chemistry</i> by Bonnie Garmus (audio)	209
4. <i>The Maid</i> by Nita Prose	184
<i>Where the Crawdads Sing</i> by Delia Owens	184
6. <i>The Maid</i> by Nita Prose (audio)	176
7. <i>The Lincoln Highway</i> by Amor Towles	156
8. <i>The Lincoln Highway</i> by Amor Towles (audio)	145
<i>Sea of Tranquility</i> by Emily St. John Mandel	145
10. <i>The Midnight Library</i> by Matt Haig (audio)	144

### OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>Verity</i> by Colleen Hoover	565
2. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid	554
3. <i>It Ends with Us</i> by Colleen Hoover	436
4. <i>The Last Thing He Told Me</i> by Laura Dave	405
5. <i>Book Lovers</i> by Emily Henry	369
6. <i>The Paris Apartment</i> by Lucy Foley	350
7. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid (audio)	341
8. <i>The Paris Apartment</i> by Lucy Foley (audio)	311
9. <i>Wish You Were Here</i> by Jodi Picoult	310
10. <i>Run, Rose, Run</i> by Dolly Parton and James Patterson	262

NEW HIRES	POSITION	EFFECTIVE
Broderick Bebout	Shelver – Cascade	May 23
Megan Martinez	Assistant Branch Librarian – East Grand Rapids	May 23
Caleb Perkins	Branch Librarian – Gaines Twp.	June 13
Kiosha Jeltema	Regional Manager I – Kentwood / Gaines Twp.	June 20

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Jason Kotarski	Assistant Branch Librarian – Amy Van Andel / Ada	Branch Librarian – Wyoming	May 23
Hatka Kecalovic	Sub	Branch Librarian – Kentwood	May 30
Deb Schultz	Branch Librarian – Alto	Volunteer Coordinator – Service Center	May 31
Mary DeBoode	Assistant Branch Librarian Sub	Assistant Branch Librarian – Krause Memorial	June 6
Will McAfee	Assistant Branch Librarian – Walker	Branch Librarian – Englehardt	June 13
Jennifer Fitzgerald	Assistant Branch Librarian - Kentwood	Branch Librarian – Kentwood	June 20

OPEN POSITIONS	TYPE
Seasonal Library Interns (19 positions)	Temporary
Assistant Branch Librarian – Grandville	Part-time
Assistant Branch Librarian – Cascade	Part-time
Branch Librarian – Amy Van Andel / Ada	Full-time
Collections Services Assistant (2 positions)	Part-time
Assistant Branch Librarian – Walker	Part-time
Branch Librarian – Alto	Part-time
Assistant Branch Librarian – Wyoming	Part-time
Branch Librarian – Grandville	Part-time
Shelver – Comstock Park/Plainfield	Part-time

DEPARTURES	POSITION	EFFECTIVE
Marybeth Rivera	Sub Pool	May 21
Eric Schweibert	Shelver – Comstock Park/Plainfield	June 2
Jessine VanLopik	Collection Services Assistant – Service Center	June 9

EMPLOYEE ANNIVERSARIES (JULY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Rachel Cruzan	Collection Services	24 years
Kathe Latrielle	Cascade	23 years
Kelly Gibson	Spencer Township	19 years
Julie Ralston	Walker	19 years
Yuko Roberts	Collection Services	18 years
Cheryl Chalker	Byron Township	17 years
Vanessa Walstra	Cascade	16 years
Holly Newcomer	Collection Services	14 years
Dana Banks	Krause Memorial	11 years
Elise Paasche	Sub Pool	10 years
Deb Wilcoxson	East Grand Rapids	9 years
Jennifer Zeilbeck	Human Resources	9 years
Alyson Cryderman	Caledonia	8 years
Anna Dyer	East Grand Rapids	8 years
Marie Mulder	Collection Development	8 years
Jessica McLeod-Sopczynski	Englehardt	4 years
Ben Brugger	Cascade	3 years
Rose Massey	Sub Pool	3 years
Aislynn Wallace	Cascade	3 years
Liesl DeJonge	Wyoming	2 years
Sydney Khouri	Patron Services	2 years
Remington Steed	Communications	2 years
Janice Greer	Marketing/Communications	1 year
Josh Mosey	Marketing/Communications	1 year
Anne Parada	Wyoming	1 year
Daniel VanDyke	Plainfield	1 year

## BOARD OF TRUSTEES ATTENDANCE - 2022

	SHIRLEY BRURSEMA	ANDREW ERLEWEIN	PETER DYKHUIS	SHERI GILREATH- WATTS	NICOLE LINTEMUTH	CHARLES MYERS	TOM NOREEN	PENNY WELLER
January 20, 2022	X	X	X	X	X	X	X	X
February 17, 2022	X	X	X	X	X	X*	X	X
March 17, 2022	X	X	X	X	X	X	X	X
April 21, 2022	X	X	X	X	X	X	X	X
May 19, 2022	X	X	X	X	X	X	X	X
June 16, 2022								
July 21, 2022								
August 18, 2022								
September 22, 2022								
October 13, 2022								
October 27, 2022								
November 17, 2022								
December 15, 2022								

\*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE

## **INTRO**

**AGENDA ITEM FOR CONSIDERATION:** Asphalt Paving and Striping of the KDL Service & Meeting Center Driveway and Parking Lot

**BOARD MEETING DATES:** June 16, 2022 (first reading); July 21, 2022 (second reading)

**TIMELINE:** late July-September 30, 2022

**BUDGET LINE ITEM(S):** Land Improvements – Depreciable – Budgeted \$200,000 – reallocation of existing budgeted capital outlay line items will cover the difference in final actual cost vs. Budget line item

**TOTAL ESTIMATED COST:** \$250,272 plus any additional costs for base layer replacement at \$22/sq yd as needed.

## **PURPOSE**

In order to extend the life and provide a reliable, safe parking surface, the KDL Service & Meeting Center parking lot and driveway should be milled, paved and striped. The current paving has multiple potholes, areas of water pooling, cracks, cracked concrete surrounding sewer access points and utility manholes, and multiple areas where there are uneven pavement and gaps between the pavement and building. Further, the expanded parking lot that was installed in 2019 needs to be maintained and requires repair to cracks that have formed over time due to settling and water/ice penetration.

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

In 2019, the KDL Service Center expanded its parking lot, but at that time, facilities waited on renovating the existing lot due to the commitment of budget fund for the Bookmobile lot expansion. The project was held back even further when the COVID-19 pandemic hit in spring of 2020. Even though the parking lot project was approved in the budget for 2021 it was delayed due to the Service Center maintenance and upkeep project. At that time, it was decided that the parking lot could last another year. The current condition has worsened this year and it requires milling, new asphalt paving, and re-striping. The deterioration is evidenced by the potholes, cracks, pooling of water and sinking drains and other utility access points.

A public posting of a Request for Proposal (RFP) is required by KDL to both solicit vendors and request funding for this project. When the RFP was posted on April 25, 2022, vendors were notified by an Mlive advertisement, the building exchange website (website to post construction RFP's) and additionally, multiple companies were directly emailed the RFP. A mandatory driveway and parking-lot inspection was held on April 29, 2022, at 9:00 AM EST. The only vendor who appeared for the mandatory inspection was Rieth-Riley Construction. No addendums were made nor posted due to lack of questions from (potential) vendors. Rieth-Riley Construction was the only vendor to submit both an electronic and in-person bid for the May 18, 2022, deadline.

Rieth-Riley met the requirements of the RFP and offered a fair price for the project. Missy Lancaster, Facility Manager, received quotes in 2020 and 2021 of \$190,000 and \$200,000 respectively. However, these earlier estimates did not include extra base layer, manhole repairs, expanded parking lot repairs and did not include the required base layer material that the soil report suggested. Considering the gas price increase, inflation for materials and wages and our economic environment, the cost Rieth-Riley submitted was reasonable. We are not precluded by our purchasing policy or the State of Michigan bidding requirements from accepting the bid on a project that was properly solicited and only one qualified bidder submitted pricing. This company is well known across Michigan and provided acceptable references including the Michigan Department of Transportation (MDOT). They maintain a local presence with facilities and plants in Wyoming and Zeeland.

## BENEFITS

- Safety - better driving conditions for employees, guests and pedestrians.
- Maintenance - repairs to expanded parking lot needs to be made to ensure it has a longer life span and the old parking lot area is long overdue for a replacement. The project includes milling the existing asphalt down to the existing gravel base, leveling the entire area for proper drainage, providing additional base where necessary, re-setting existing drains/grates, as necessary, and finishing with new 2" asphalt base.
- Reith-Riley Construction is an established company with wonderful references

## DISADVANTAGES

- The KDL Service & Meeting Center may have to close for a day or two to complete the project. Scheduling of project will be confirmed once Board approval has been received.

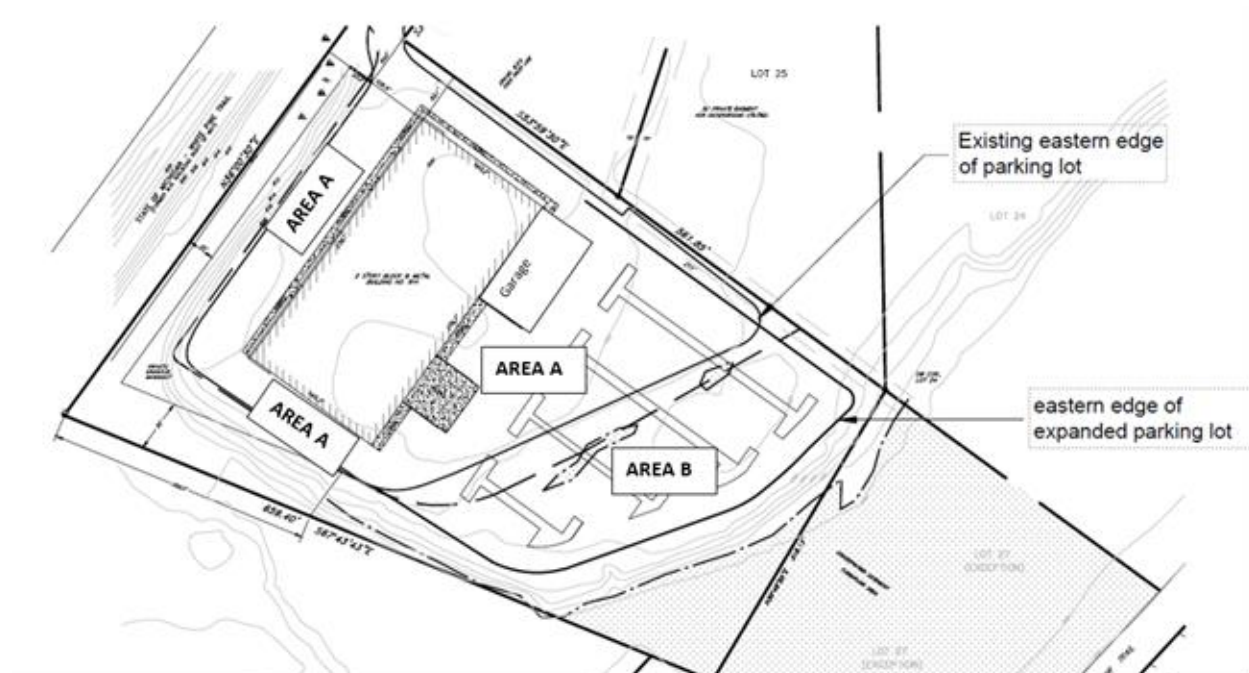
## COST

Breakdown of costs involved per Rieth-Riley Construction's bid:

- Total cost - Area A \$203,560.00
  - Replacing or filling base layer
    - \*\*\*If it is determined that extra 10" AA base layer is needed for back fill the cost is \$22/sq yd
- Total cost - Area B \$5,000.00
- Total for both Area A & B without extra base layer \$208,560.00
- Grand total without base layer estimate and 20% contingency: **\$250,272.00**

## ADDITIONAL INFORMATION

Site Map and site plan:



## IMPLEMENTATION

Upon the completion of the contract, which will take place immediately following approval by the Board of Trustees, KDL and the vendor will need to meet to discuss the details and the timeline of the project. The renovation must be finished by ember 30, 2022 but will start and end before this time. There will be a period when the Service Center will need to close for the new asphalt to settle.

## **RECOMMENDATION**

Rieth-Riley Construction is a reliable company with many references, including MDOT, and has a wide range of projects. Their bid is a reasonable amount when factoring in the recent inflation of gas, materials, and current economic conditions. Rieth-Riley Construction are also willing to start the project early (as soon as two weeks after the finalization of the contract). They are also ensuring that KDL employees and guests will have safe access to and from the building during the renovation period. Upon review of the bid and proposal, Missy Lancaster (facilities manager), Kim Lindsay (interim finance director), and Anh-Thu Vuong (facilities intern) are recommending Reith-Riley Construction for the KDL Service & Meeting Center asphalt paving and striping of the driveway and parking lot.

### **Document History:**

1. First Draft – Anh-Thu Vuong, Missy Lancaster
2. Revision – Brian Mortimore, Elvia Myers
3. Final Draft – Kim Lindsay