

KENT DISTRICT
LIBRARY



SEPTEMBER 2022 BOARD OF TRUSTEES PACKET



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BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Kent District Library Wyoming Branch or via teleconference.

DATE & TIME

Thursday, September 22, 2022, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: August 18, 2022
- C. Lakeland Library Cooperative Report: August 11, 2022

4. REGIONAL MANAGER UPDATE – WYOMING + KELLOGGSVILLE

5. LIAISON REPRESENTATIVE COMMENTS

6. PUBLIC COMMENTS**

7. FINANCE REPORTS – August 2022*

8. DIRECTOR'S REPORT – August 2022

9. NEW BUSINESS

- A. 2022 Board of Trustees Schedule Amendment*
- B. 2022 Planned System Closing Schedule Amendment*
- C. 2023 Board of Trustees Schedule*
- D. 2023 Planned System Closing Schedule*

10. LIAISON REPRESENTATIVE COMMENTS

11. PUBLIC COMMENTS**

12. BOARD MEMBER COMMENTS

13. MEETING DATES

Next Regular Meeting + Budget Work Session: Thursday, October 27, 2022 – KDL Service & Meeting Center, 4:30 PM or via teleconference.

14. ADJOURNMENT*

* Requires Action

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

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BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Kent District Library Service + Meeting Center, 814 West River Center Drive NE, Comstock Park, MI 49321 and via teleconference.

DATE + TIME

Thursday, August 18, 2022 at 4:30 PM.

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

BOARD ABSENT: None

STAFF PRESENT: Jaci Cooper, Jennifer DeVault, Randy Goble, Kim Lindsay, Elvia Myers, Brian Mortimore, Christine Mwangi, Kurt Stevens, Lance Werner and Emily Whalen (teleconference)

GUESTS PRESENT: None

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: July 21, 2022
- C. Lakeland Library Cooperative Report: July 14, 2022
- D. Request for closure of the Caledonia Township Branch on Saturday, September 24, 2022, to accommodate the Caledonia Township Festival.
- E. Request for closure of the Kentwood Branch on Saturday, September 17, 2022, to accommodate the Food Truck Event.

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

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS** – None.

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6. FINANCE REPORTS – July 2022*

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

- Cash balance is at \$21.5M as opposed to \$22.7M the previous year.
- Expenditures are at \$17.5M or 55.4% of the annual budget.
- The three largest checks written for July were made to OverDrive in the amount of \$215K as a deposit for collections materials, to Reith-Riley Construction in the amount of approximately \$204K for the KDL Service + Meeting Center Parking Lot, and to Priority Health in the amount of approximately \$117K for Staff Health Care.

The Board asked questions and staff responded.

Motion: Ms. Weller moved to receive and file the July 2022 finance reports as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

7. DIRECTOR’S REPORT – July 2022

Executive Director Lance Werner congratulated everyone on another successful year for Summer Wonder and announced that the KDL Leadership Team is looking for some exciting ways to celebrate if completion numbers surpass last year's. Mr. Werner also shared that on August 16, 2022, an anonymous letter was shared with KDL Leadership Team. The letter requested that an investigation be conducted into Kent District Library systems. Therefore, on August 17, 2022, the Kent District Library Board of Trustees initiated an independent investigation, which is being conducted by a third-party organization. Upon completion, the results of the investigation will be shared with the Board for further consideration. Lastly, there has been continued progression with Grattan Township and Middletown for potential KDL locations.

The Board asked questions of staff and staff responded.

8. A. PUBLIC HEARING - TRUTH IN TAXATION

Motion: Mr. Noreen moved to recess the Kent District Library Board meeting at 4:45 PM to commence the Public Hearing on the TRUTH IN TAXATION.

Support: Supported by Mr. Erlewein.

Ms. Bruursema - Yes

Mr. Dykhuis - Yes

Mr. Erlewein - Yes

Ms. Gilreath-Watts - Yes

Ms. Lintemuth - Yes

Mr. Myers - Yes

Ms. Noreen - Yes

Ms. Weller - Yes

RESULT: 8-0

Motion: Ms. Weller moved to close the public hearing and reconvene to the regular Board Meeting at 4:53 PM.

Support: Supported by Ms. Lintemuth.

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B. RESOLUTION: 2022 Millage Tax Rate Request

Motion: Mr. Noreen moved to approve the Resolution: 2022 Millage Tax Rate Request as presented.

Support: Supported by Ms. Bruursema.

Ms. Bruursema - Yes

Mr. Dykhuis - Yes

Mr. Erlewein - Yes

Ms. Gilreath-Watts - Yes

Ms. Lintemuth - Yes

Mr. Myers - Yes

Ms. Noreen - Yes

Ms. Weller - Yes

RESULT: 8-0

9. NEW BUSINESS

A. 2022 Planned System Closing Schedule Revised

Director of Human Resources and Organizational Development Brian Mortimore presented the 2022 Planned System Closing Schedule that was revised for All KDL locations to be closed on Monday, December 26, 2022 as an Observed Holiday.

Motion: Mr. Erlewein moved to approve the 2022 Planned System Closing Schedule Revised as presented.

Support: Supported by Ms. Weller.

B. KDL Pension Board Actuary Report

Director of Human Resources and Organizational Development Brian Mortimore shared that the KDL Pension Board met to discuss the annual audit and the annual actuary review. In the annual actuary review the Actuaries will conduct a review of the total funds that are in the account to determine funding will be available for future liabilities. The Pension Plan is operating well and will continue to be monitored.

C. Resolution: Budget Amendment*

Interim Director of Finance Kim Lindsay explained that total revenues are being adjusted for a total downward of nearly \$200K – a combination of a decrease in investment earnings (-\$340K) offset by adjustments to the budgeted health care plan rebate (+\$137K) and state aid (+\$70K). Total expenditures are being adjusted upward by \$367.6K; almost all of the increase was related to collections (net \$306K increase). The organization went through an extensive culling of the physical collection and this increase replaces those items and restores the cut they took in the budget from 2021 to 2022. The remainder of the line items that are part of the amendment are a combination of increases and decreases to more accurately reflect the anticipated needs of the organization through the end of the year.

Motion: Ms. Weller moved to approve the proposed Budget Amendment as presented.

Support: Supported by Mr. Erlewein.

Ms. Bruursema - Yes

Mr. Dykhuis - Yes

Mr. Erlewein - Yes

Ms. Gilreath-Watts - Yes

Ms. Lintemuth - Yes

Mr. Myers - Yes

Ms. Noreen - Yes

Ms. Weller - Yes

RESULT: 8-0

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D. Policy Manual: Section 5 | Budget + Finance*

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

Support: Supported by Ms. Weller.

10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** – None.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema was proud to announce that 7 out of the 8 millages that she worked with passed. She referenced an article in the Smithsonian regarding the importance of Public Libraries in the community. KDL is an organization that demonstrates the importance of a public library in the community.

Mr. Erlewein – Mr. Erlewein requested AON to be a corporate sponsor for Literary Libations and encourages others to request corporate sponsorship to the Literary Libations.

Mr. Dykhuis – Mr. Dykhuis is saddened to hear that Mr. Noreen is not continuing his term after 2022.

Ms. Gilreath-Watts – Ms. Gilreath-Watts is looking forward to the Literary Libations Gala and was extremely impressed with the KDL Community Report presentation for the City of Wyoming from Director of Fund Development Christine Mwangi and Regional Manager I Angie Gleisner. They demonstrated that KDL is more than just books, that people come first. She is looking forward to attending the KDL Board of Trustees Meeting in September at the Wyoming Branch. Also, she has been appointed to the City of Wyoming City Planning Commissioners.

Ms. Lintemuth – Ms. Lintemuth is grateful for the 45 communities that supported the public libraries and she appreciates all the staff that come to work every day and give their best.

Mr. Myers – Chair Myers is seeking reappointment for his seat on the KDL Board of Trustees and is reaching out to municipalities within his region. Mr. Myers visited his regional branches. He is looking forward to the Pension Conference on Mackinac Island.

Mr. Noreen – Mr. Noreen will not be seeking reappointment in 2023 for the KDL Board of Trustees.

Ms. Weller – Ms. Weller is finishing up on Literary Libations. There are 37 tickets available.

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13. MEETING DATES

Regular Meeting: Thursday, September 22, 2022 – Kent District Library Wyoming Branch and via teleconference, 4:30 PM.

14. ADJOURNMENT

Motion: Mr. Noreen moved for adjournment at 5:27 PM.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

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

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Official
Thursday, August 11, 2022, at 9:30 a.m.
Kent District Library Service Center**

Present: Dale Parus, Maggie McKeithan, John McNaughton, Diane Kooiker, Shirley Bruursema, Peggy Hemerling, Ron Suszek, Lance Werner

Absent: Karen McKinnon

Staff Present: Carol Dawe, Sheryl VanderWagen, Amber McLain

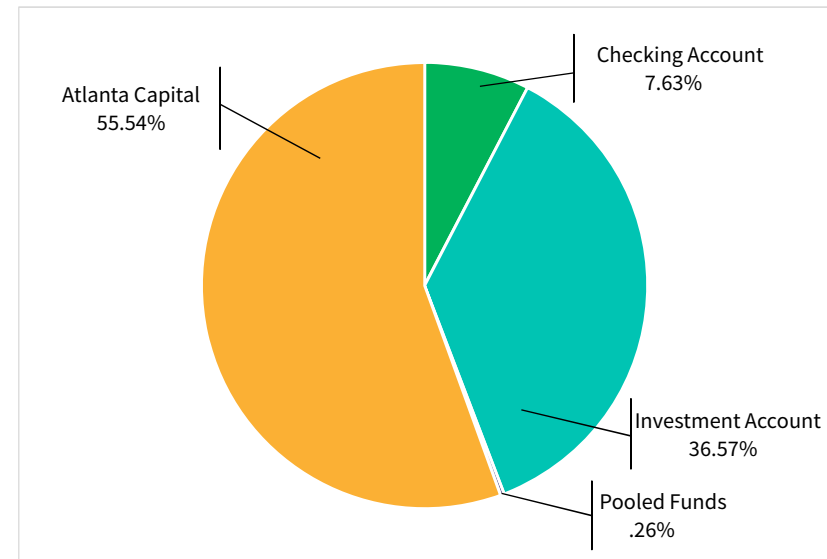
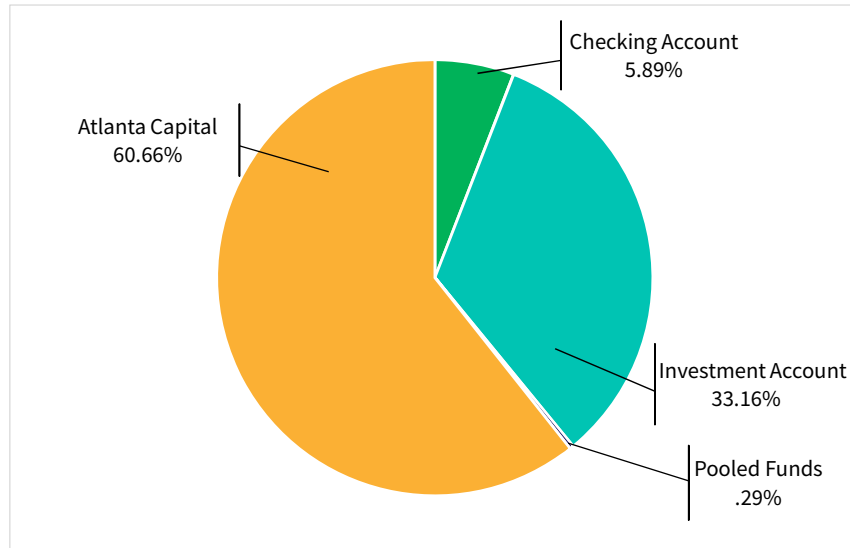
- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 a.m. by Dale Parus. There were 22 additional participants.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by John McNaughton, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** None
- 4) **PUBLIC COMMENTS:** None
- 5) **APPROVAL OF MINUTES:** Shirley Bruursema moved, supported by Ron Suszek, to approve the board minutes from July 14, 2022, as presented – *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) July Financials and Check Register: Motion by Peggy Hemerling, supported by Maggie McKeithan to approve the July financial report and check register as presented – *motion carried*.
- 7) **PRESIDENT’S REPORT:** None
- 8) **COOPERATIVE DIRECTOR’S REPORT:** Carol Dawe pointed out her written report. There were no additional questions.
- 9) **COMMITTEE REPORTS**
 - a) Advisory Council Official Minutes – June 9, 2022, included in the packet for information
 - b) Finance Committee Official Minutes – April 4, 2022, included in the packet for information
 - c) Finance Committee Unofficial Minutes – July 28, 2022, included in the packet for information
- 10) **NEW BUSINESS**
 - a) Patmos Library update and discussion – Carol summarized the proceedings of the meeting at Patmos Library on Monday, August 8, 2022. There were many people in attendance who spoke on both sides of the issue. Shirley spoke along with Debbie Mikula from MLA, employees and former employees, and residents. Carol noted that there are two GoFundMe accounts set up for the library by residents, one of them has over \$90,000 the other is a smaller fund. The Patmos library board voted unanimously to place a new millage request on the November ballot.
 - b) Plan of Service Draft Discussion – The Board reviewed the draft of the proposed revised Plan of Service. Dale noted that the Plan itself is about 10 pages long with the rest of the content being appendices containing laws and other pertinent information. Carol stated that upon completion and approval of this document, Lakeland will begin a review of policies to bring those in compliance. The Bylaws are not yet complete but will be presented with this document at the September meeting. There was a request to clarify the term “open door policy” in the last bullet point in Article III, Section 1.
 - c) Approval 2022-2023 Meeting Dates – Lance Werner moved, supported by Peggy Hemerling to approve the meeting dates for Fiscal Year 2022-2023 as presented – *motion carried*.
- 11) **PUBLIC COMMENT:** None
- 12) **BOARD MEMBER COMMENT:**

- a) Peggy Hemerling reported on the window replacement fundraising at the Hastings Public Library. A recent fundraiser that offered art created by local artists from old windows raised \$36,000 through silent and live auctions, sponsorships, and ticket sales.
 - b) Ron Suszek reported that Muskegon Area District Library will open the new Laketon Township Branch located in the administration building of the Reeths Puffer Public Schools on Wednesday, August 17, 2022. The library will begin by opening two days a week, but he anticipates that hours will be added as demand for services grows.
 - c) John McNaughton reported that the Grand Rapids Public Library is expanding the number of hold lockers to new locations in the city. GRPL is undergoing a technology audit. They have also contracted with Life Labs Learning for training for middle and upper management staff. They have been very pleased with this training so far.
 - d) Maggie McKeithan reported that Spring Lake District Library had 60 people turn out for a D&D program with enough interest in pursuing additional programs divided by age group.
 - e) Shirley Bruursema noted that Kent District Library has a new branch manager at the Kentwood/Gains Township branches. She also reported that 7 of 8 millages that she worked on passed in the August election. She has more on the docket for the November election.
- 13) **NEXT MEETING:** Thursday, September 8, 2022, 9:30 a.m. at Kent District Library Service Center.
- 14) **ADJOURNMENT:** Lance Werner moved, supported by John McNaughton to adjourn at 10:00 a.m.
– *motion carried.*

Respectfully submitted by,
Sheryl VanderWagen



Monthly Cash Position Per Bank Month ended August 31



2022		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$1,122,926.37
Huntington Investment Account	0.525%	\$6,323,414.37
*Kent County Pooled Funds	0.873%	\$56,007.04
Atlanta Capital Investments		\$11,567,960.00
		<u>\$19,070,307.78</u>

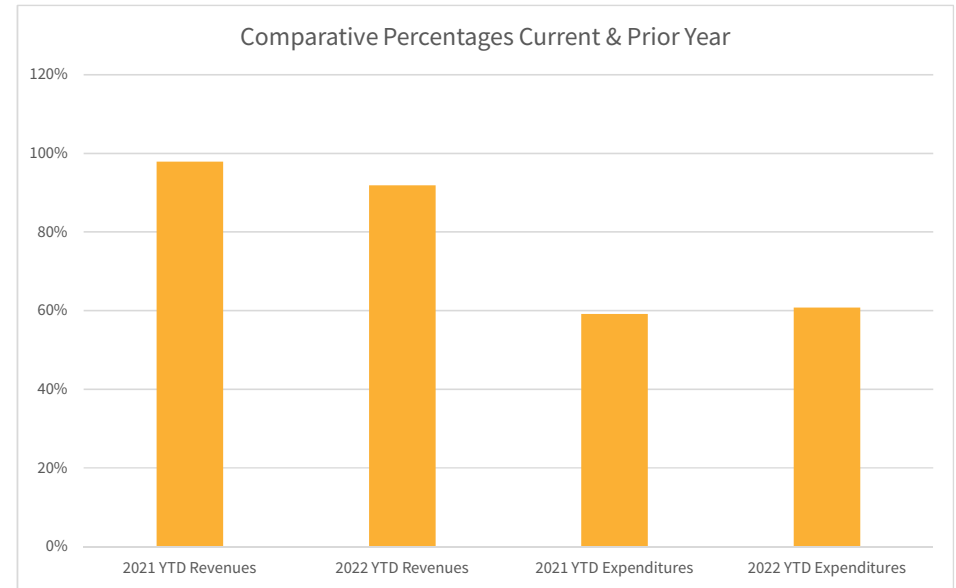
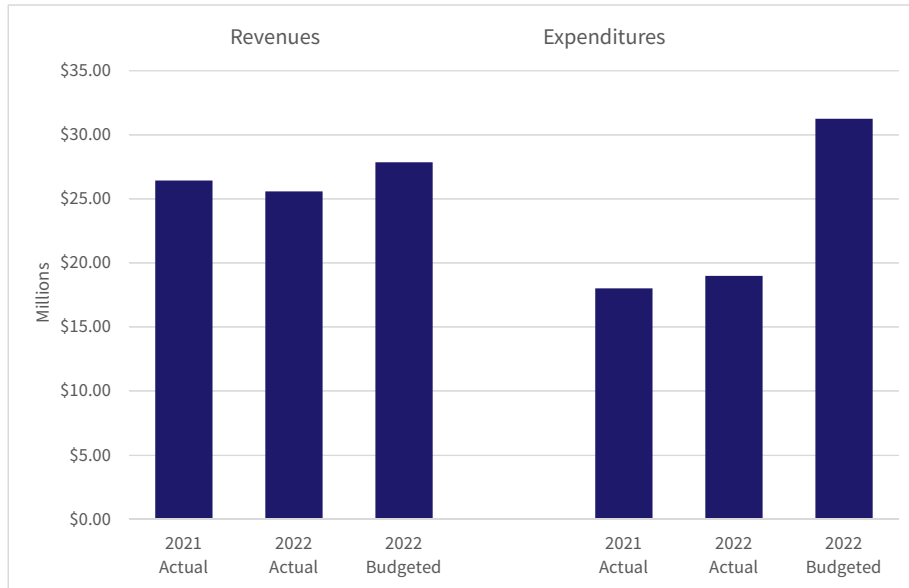
2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$1,643,567.55
Huntington Investment Account	0.010%	\$7,875,945.11
*Kent County Pooled Funds	0.466%	\$56,661.62
Atlanta Capital Investments		\$11,959,493.00
		<u>\$21,535,667.28</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended August 31



Budget to Actual with Prior Year Comparison		
Revenues		
2021 Actual	\$	26,455,807
2022 Actual	\$	25,600,851
2022 Budgeted	\$	27,862,051
Expenditures		
2021 Actual	\$	18,036,733
2022 Actual	\$	19,006,690
2022 Budgeted	\$	31,255,897

Comparative Percentages Current & Prior Year	
Account	Amount
2021 YTD Revenues	97.9%
2022 YTD Revenues	91.9%
2021 YTD Expenditures	59.2%
2022 YTD Expenditures	60.8%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2022 Through 8/31/2022
(In Whole Numbers)

	YTD Actual	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	25,001,649	25,043,883	(42,234)	(0)%
Penal Fines	0	550,000	(550,000)	(100)%
Charges for Services	28,923	35,000	(6,077)	(17)%
Interest Income	(323,398)	(340,000)	16,602	(5)%
Public Donations	178,000	275,000	(97,000)	(35)%
Other Revenue	242,610	1,374,095	(1,131,485)	(82)%
State Sources	473,067	924,073	(451,006)	(49)%
Total Revenues	25,600,851	27,862,051	(2,261,200)	(8)%
Expenditures				
Salaries and Wages	8,383,824	13,219,957	4,836,133	37 %
Employee Benefits	2,307,848	3,644,067	1,336,219	37 %
Collections - Digital	1,811,266	2,399,083	587,817	25 %
Collections - Physical	1,467,942	2,383,793	915,851	38 %
Supplies	366,804	793,654	426,850	54 %
Contractual and Professional Services	1,168,115	2,049,005	880,890	43 %
Programming and Outreach	216,679	425,045	208,366	49 %
Maintenance and Utilities	1,821,493	2,993,439	1,171,946	39 %
Staff Development	184,699	304,746	120,047	39 %
Board Development	13,816	17,000	3,184	19 %
Other Expenditures	563,106	956,845	393,739	41 %
Capital Outlay	701,097	2,069,263	1,368,165	66 %
Total Expenditures	19,006,690	31,255,897	12,249,208	39 %
Excess Revenue Over (Under) Expenditures	6,594,161	(3,393,846)	9,988,008	(294)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2022 Through 8/31/2022
(In Whole Numbers)

	YTD Ending August 31, 2021	YTD Ending August 31, 2022	Total Variance
Revenues			
Property Taxes	24,183,432	25,001,649	818,217
Penal Fines	591,227	0	(591,227)
Charges for Services	31,718	28,923	(2,795)
Interest Income	49,674	(323,398)	(373,071)
Public Donations	185,613	178,000	(7,613)
Other Revenue	1,029,913	242,610	(787,304)
State Sources	384,229	473,067	88,838
Total Revenues	26,455,807	25,600,851	(854,956)
Expenditures			
Salaries and Wages	7,786,606	8,383,824	597,218
Employee Benefits	2,323,056	2,307,848	(15,208)
Collections - Digital	1,715,083	1,811,266	96,183
Collections - Physical	1,440,050	1,467,942	27,892
Supplies	398,181	366,804	(31,377)
Contractual and Professional Services	958,219	1,168,115	209,896
Programming and Outreach	88,803	216,679	127,876
Maintenance and Utilities	1,967,154	1,821,493	(145,661)
Staff Development	37,922	184,699	146,777
Board Development	0	13,816	13,816
Other Expenditures	536,911	563,106	26,195
Capital Outlay	784,749	701,097	(83,652)
Total Expenditures	18,036,733	19,006,690	969,956
Excess Revenue Over (Under) Expenditures	8,419,073	6,594,161	(1,824,912)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2022 Through 8/31/2022
(In Whole Numbers)

	Current Month	2022 YTD	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	114	24,759,934	24,785,883	(25,949)	(0)%
4412 Delinquent personal property taxes	24	12,285	10,000	2,285	23 %
4432 DNR - PILT	0	27,827	33,000	(5,173)	(16)%
4437 Industrial facilities taxes	0	201,604	215,000	(13,396)	(6)%
Total Property Taxes	138	25,001,649	25,043,883	(42,234)	(0)%
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	138	1,128	35,000	(33,872)	(97)%
4685 Materials replacement charges	4,026	27,795	0	27,795	0 %
Total Charges for Services	4,163	28,923	35,000	(6,077)	(17)%
Interest Income					
4664 Interest Earned on Restricted Investments	40	92	0	92	0 %
4665 Interest earned on deposits and investments	(70,178)	(326,382)	(340,000)	13,618	(4)%
4666 Interest Earned - Property Taxes	12	2,892	0	2,892	0 %
Total Interest Income	(70,126)	(323,398)	(340,000)	16,602	(5)%
Public Donations					
4673 Restricted donations	33,751	171,220	0	171,220	0 %
4674 Unrestricted donations	507	6,779	275,000	(268,221)	(98)%
Total Public Donations	34,259	178,000	275,000	(97,000)	(35)%
Other Revenue					
4502 Universal Service Fund - eRate	0	0	1,132,595	(1,132,595)	(100)%
4667 Building rental	0	275	0	275	0 %
4668 Royalties	126	2,305	0	2,305	0 %
4686 Sale of Equipment	0	780	0	780	0 %
4688 Miscellaneous	165	1,447	4,500	(3,053)	(68)%
4695 Health Insurance Plan Experience Rebate	0	237,803	237,000	803	0 %
Total Other Revenue	291	242,610	1,374,095	(1,131,485)	(82)%
State Sources					
4540 State Aid	0	431,652	413,000	18,652	5 %
4541 State aid - LBPH/TBBC	0	41,072	41,073	(1)	(0)%
4548 Renaissance Zone reimbursement	0	0	70,000	(70,000)	(100)%
4549 Personal Property tax reimbursement	0	344	400,000	(399,656)	(100)%
Total State Sources	0	473,067	924,073	(451,006)	(49)%
Total Revenues	(31,275)	25,600,851	27,862,051	(2,261,200)	(8)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	270	2,100	3,900	1,800	46 %
5706 Extra duty stipends	0	2,300	0	(2,300)	0 %
5713 Salary & Wages	1,018,156	8,379,424	13,216,057	4,836,633	37 %
Total Salaries and Wages	1,018,426	8,383,824	13,219,957	4,836,133	37 %
Employee Benefits					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2022 Through 8/31/2022
(In Whole Numbers)

		Current Month	2022 YTD	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
5709	FICA	76,052	621,415	1,011,028	389,614	39 %
5716	Defined Benefit Pension Plan Expenditures	0	0	82,515	82,515	100 %
5717	Defined Contribution Pension Plan Contributions	42,983	355,592	735,358	379,766	52 %
5718	Employee Health Benefits	117,665	899,913	1,310,065	410,152	31 %
5720	HSA/Flex	1,833	366,967	366,201	(766)	(0)%
5724	Life Insurance	3,310	24,922	31,000	6,078	20 %
5730	Other Employee Benefits	12,446	39,772	107,900	68,128	63 %
5842	Unemployment Claims	0	(732)	0	732	0 %
	Total Employee Benefits	254,289	2,307,848	3,644,067	1,336,219	37 %
	Collections - Digital					
5785	Cloud Library/OverDrive	0	1,170,000	1,540,000	370,000	24 %
5786	Hoopla	0	320,500	500,000	179,500	36 %
5787	Digital Collection	429	132,800	136,145	3,345	2 %
5788	Miscellaneous Electronic Access	2,472	187,966	222,938	34,972	16 %
	Total Collections - Digital	2,902	1,811,266	2,399,083	587,817	25 %
	Collections - Physical					
5791	Subscriptions	45	86,387	80,040	(6,347)	(8)%
5815	KDL Cruisers	0	8,000	9,228	1,228	13 %
5871	Branch Local Materials - Restricted Donation Expenditures	461	5,423	10,725	5,302	49 %
5982	Collection Materials - Depreciable	120,385	899,071	1,368,300	469,229	34 %
5983	CD/DVD Collection Materials - Non-Depreciable	28,030	214,802	408,500	193,698	47 %
5984	Beyond Books Collection - Non-Depreciable	30,848	254,259	507,000	252,741	50 %
	Total Collections - Physical	179,769	1,467,942	2,383,793	915,851	38 %
	Supplies					
5750	Collection Processing & AV Supplies	8,603	63,286	108,949	45,663	42 %
5751	Supplies	11,062	75,262	156,854	81,592	52 %
5760	Technology & Accessories <\$1000	242	13,580	137,971	124,391	90 %
5764	KDL Staff Event, Supplies & Awards	191	7,368	59,430	52,062	88 %
5768	Promotions Supplies	100	6,829	39,150	32,321	83 %
5770	Other Awards/Prizes	21,025	133,256	183,850	50,594	28 %
5790	Books (not for circulation)	1,556	15,982	30,650	14,668	48 %
5851	Mail/Postage	330	3,791	35,810	32,019	89 %
5900	Copier/Printer Overage Charges	6,413	47,450	40,990	(6,460)	(16)%
	Total Supplies	49,521	366,804	793,654	426,850	54 %
	Contractual and Professional Services					
5792	Software	6,495	360,703	737,896	377,193	51 %
5801	Professional & Other Contracted Services	24,646	476,070	745,180	269,110	36 %
5813	Delivery Services	13,047	90,116	162,167	72,051	44 %
5814	Security Services	3,800	28,836	60,445	31,609	52 %
5817	Lakeland Library Co-op services	0	4,580	6,107	1,527	25 %
5825	KDL Staff Event Services	0	2,160	850	(1,310)	(154)%
5827	Catering	65	3,170	43,675	40,505	93 %
5836	Employee & Partner Care (Flowers, Etc)	0	399	4,300	3,901	91 %
5890	ILS Fees	0	102,102	147,300	45,198	31 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2022 Through 8/31/2022
(In Whole Numbers)

	Current Month	2022 YTD	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
5891 Licenses and Fees	11,941	99,979	141,085	41,106	29 %
Total Contractual and Professional Services	59,993	1,168,115	2,049,005	880,890	43 %
Programming and Outreach					
5795 Programming & Outreach Supplies	3,179	35,399	157,275	121,876	77 %
5865 Programming Services	1,247	13,586	47,740	34,154	72 %
5885 Speakers/Performers	40,239	167,694	220,030	52,336	24 %
Total Programming and Outreach	44,665	216,679	425,045	208,366	49 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	58,879	468,219	836,750	368,531	44 %
5822 Maintenance Contracts	990	8,416	23,250	14,834	64 %
5848 Mobile Hotspots	18,881	98,741	196,086	97,345	50 %
5849 Cell Phones/ Stipends	2,113	16,122	28,275	12,153	43 %
5850 Telephones	2,325	32,035	37,180	5,145	14 %
5852 Internet/Telecomm Services	57,922	449,573	750,000	300,427	40 %
5919 Waste Disposal	486	3,638	6,610	2,972	45 %
5920 Utilities	5,737	36,782	75,500	38,718	51 %
5925 Lawncare & Snowplowing	597	14,862	28,500	13,638	48 %
5928 Branch Maintenance Fees	0	370,641	482,068	111,427	23 %
5930 Repairs & Maintenance	166	18,804	113,470	94,666	83 %
5933 Software & IT Hardware Maintenance Agreements	0	96,806	189,750	92,944	49 %
5940 Rentals & Leases	5,881	206,854	226,000	19,146	8 %
Total Maintenance and Utilities	153,976	1,821,493	2,993,439	1,171,946	39 %
Staff Development					
5910 Staff Development & Conferences	21,058	184,699	304,746	120,047	39 %
Total Staff Development	21,058	184,699	304,746	120,047	39 %
Board Development					
5908 Board Development	1,705	13,816	17,000	3,184	19 %
Total Board Development	1,705	13,816	17,000	3,184	19 %
Other Expenditures					
5759 Gas, Oil, Grease	626	2,900	8,720	5,820	67 %
5860 Parking	258	419	4,085	3,666	90 %
5861 Mileage Reimbursement	2,939	21,396	65,734	44,338	67 %
5870 Branch Local Misc - Restricted Donation Expenditures	3,201	63,453	219,705	156,252	71 %
5873 Website	219	158,467	156,400	(2,067)	(1)%
5875 Advertising	7,755	85,546	109,725	24,179	22 %
5901 Outsourced Printing & Publishing	16,973	37,068	61,500	24,432	40 %
5906 Promotions/Marketing	99	15,504	19,355	3,851	20 %
5907 Sponsorships/Donations	300	9,300	17,495	8,195	47 %
5935 Insurance	0	105,730	97,911	(7,819)	(8)%
5939 Workers Compensation Insurance	0	35,369	41,000	5,631	14 %
5955 Miscellaneous	2,661	13,192	90,815	77,623	85 %
5959 Sales Taxes	0	4	1,000	996	100 %
5964 Property Tax Reimbursement	225	11,584	60,000	48,416	81 %
5965 MEL Return Items	229	3,175	3,400	226	7 %
Total Other Expenditures	35,485	563,106	956,845	393,739	41 %
Capital Outlay					
5973 Land Improvements - Non-Depreciable	0	1,110	0	(1,110)	0 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2022 Through 8/31/2022
(In Whole Numbers)

		Current Month	2022 YTD	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
5974	Land Improvements - Depreciable	(48)	203,060	212,000	8,940	4 %
5976	Building Improvements - Depreciable	0	100,914	145,500	44,586	31 %
5977	Technology - Non-Depreciable (\$1000-4999)	0	223,421	756,400	532,979	70 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	5,474	115,482	400,482	285,000	71 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	57,110	554,880	497,770	90 %
	Total Capital Outlay	5,426	701,097	2,069,263	1,368,165	66 %
	Total Expenditures	1,827,215	19,006,690	31,255,897	12,249,208	39 %
	Excess Revenue Over (Under) Expenditures	(1,858,489)	6,594,161	(3,393,846)	9,988,008	(294)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 8/1/2022 Through 8/31/2022

Check Number	Vendor Name	Check Amount	Check Date
AP-August 2022	Priority Health	121,723.41	8/2/2022
84955	IP Consulting, Inc.	65,203.63	8/10/2022
84949	Everstream Holding LLC- Michigan	55,606.84	8/10/2022
AP-9912433096	Verizon Wireless - MiFy Routers & Cell phones	29,869.70	8/24/2022
84976	RNL Graphics Solutions, LLC	16,643.55	8/10/2022
85033	Midwest Tape LLC	13,936.95	8/24/2022
AP-July 2022	American Heritage Life Insurance Company / Allstate Benefits	13,415.77	8/8/2022
85043	Rehmann LLC / Rehmann Technology Solutions, LLC	13,000.00	8/24/2022
AP-Aug 2022	Priority Health	12,612.42	8/1/2022
84970	Mirabel Nsokika Fonyuy-epse-Umenei / Motherland Cultural Con	10,350.00	8/10/2022
84959	Joshua Dunigan	10,000.00	8/10/2022
AP-9910773851	Verizon Wireless - MiFy Routers & Cell phones	9,002.50	8/3/2022
85044	RNL Graphics Solutions, LLC	8,776.00	8/24/2022
84969	Midwest Tape LLC	8,570.00	8/10/2022
84999	Baker & Taylor	8,240.85	8/24/2022
84945	Ebsco Information Services	8,205.48	8/10/2022
85003	Comerica Bank	7,994.04	8/24/2022
84941	Comerica Bank	7,969.17	8/10/2022
AP-9910798410	Verizon Wireless - MiFy Routers & Cell phones	7,796.18	8/3/2022
85042	Quipu Group, LLC	7,705.00	8/24/2022
84936	Baker & Taylor	7,650.55	8/10/2022
84975	Pam Spring Advertising, Llc	7,230.00	8/10/2022
85045	Same Day Delivery, Inc	7,033.00	8/24/2022
85014	Cengage Learning	6,915.64	8/24/2022
84966	Michigan Office Solutions (MOS)	6,503.35	8/10/2022
84979	Same Day Delivery, Inc	5,951.00	8/10/2022
84974	Outdoor Discovery Center	4,814.00	8/10/2022
84977	Robert Reider	4,500.00	8/10/2022
AP-03674166	Paycor, Inc.	4,321.14	8/4/2022
84961	Karen Chojnacki	4,275.00	8/10/2022
AP-206346697408	Consumers Energy	4,273.72	8/5/2022
84952	Governmental Consultant Services Inc.	4,000.00	8/10/2022
85024	Interphase Office Interiors, Inc.	3,899.39	8/24/2022
AP-August 2022	PLIC - SBD Grand Island	3,310.26	8/1/2022
85013	Foster, Swift, Collins & Smith, P.C.	3,161.50	8/24/2022
84944	DK Security	3,000.00	8/10/2022
84958	Jerry Berg / Berg History LLC	3,000.00	8/10/2022
84993	Xerox Financial Services LLC	2,904.22	8/10/2022
85027	Lindenmeyr Munroe	2,809.40	8/24/2022
AP-252925	TelNet Worldwide, Inc.	2,324.50	8/23/2022
85052	Staples Business Advantage	2,246.49	8/24/2022
84985	UAW Local 2600	2,108.70	8/10/2022
84981	ShimmyUSA	2,100.00	8/10/2022
85057	UAW Local 2600	2,083.27	8/24/2022
85054	Thomas Klise/Crimson Multimedia	1,810.00	8/24/2022
AP-9910933865	Verizon Wireless - MiFy Routers & Cell phones	1,779.59	8/3/2022
85000	Bayscan Technologies	1,777.37	8/24/2022
84989	Wade Gugino / GooGenious, LLC	1,750.00	8/10/2022
AP-566663	123.Net, Inc	1,724.00	8/9/2022
85059	Xerox Financial Services LLC	1,631.28	8/24/2022

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 8/1/2022 Through 8/31/2022

Check Number	Vendor Name	Check Amount	Check Date
84937	Blackstone Audio Inc	1,606.40	8/10/2022
84994	Advanced Benefit Solutions, Inc / 44 North	1,498.00	8/24/2022
85026	Legal Shield	1,423.65	8/24/2022
AP-201185521852	Consumers Energy	1,412.68	8/8/2022
84938	Brenda Schroeder	1,375.00	8/10/2022
84950	Findaway World, Llc	1,359.10	8/10/2022
85016	Grand Rapids Building Services	1,262.00	8/24/2022
85012	Findaway World, Llc	1,257.38	8/24/2022
85038	Penworthy Co.	1,162.60	8/24/2022
84983	Staples Business Advantage	980.09	8/10/2022
85001	Blackstone Audio Inc	930.65	8/24/2022
84972	Nationwide	854.90	8/10/2022
84987	Unique	852.72	8/10/2022
85006	DK Security	800.00	8/24/2022
84986	Uline Shipping Supply Specialists	795.38	8/10/2022
85009	Edc Educational Services	771.42	8/24/2022
84939	Candy Bandits LLC	750.00	8/10/2022
84965	Lindenmeyr Munroe	748.04	8/10/2022
AP-August 2022	Delta Dental Of Michigan	745.09	8/8/2022
84990	West Michigan Therapy Dog Association	700.00	8/10/2022
AP-03716218	Paycor, Inc.	639.50	8/19/2022
85005	Demco, Inc	616.53	8/24/2022
84933	All Season Lawn Care	596.75	8/10/2022
84951	Cengage Learning	557.81	8/10/2022
84943	Demco, Inc	518.31	8/10/2022
85010	El Vocero	500.00	8/24/2022
AP-2479050	Arrowaste	485.80	8/16/2022
85041	Posh Petals LLC	472.50	8/24/2022
84992	Wolverine Printing Company	472.50	8/10/2022
84964	Library Ideas, Llc	429.30	8/10/2022
85039	Performance Assessment Network	360.00	8/24/2022
85019	Hannah Lewis	352.00	8/24/2022
AP-015352	Medtipster.com, LLC.	335.63	8/15/2022
84930	Absopure Water Company	305.00	8/10/2022
AP-AugQgiv2022	Qgiv Inc.	289.00	8/19/2022
85046	Sarah Fox	288.00	8/24/2022
84996	Ashley Smolinski	288.00	8/24/2022
85022	Hennie Vaandrager	288.00	8/24/2022
85025	Julie Ralston	288.00	8/24/2022
85018	Gwen Genzink	288.00	8/24/2022
85034	Mlive Media Group	283.74	8/24/2022
85002	Center Point Publishing	252.87	8/24/2022
84929	Association of Bookmobile and Outreach Services	250.00	8/10/2022
84928	Aaron Liepman / Brickmaniac LLC	250.00	8/10/2022
85017	Grand Rapids Charter Township	224.70	8/24/2022
AP-2911282-0722	Comcast Cable	223.90	8/9/2022
AP-JulQgiv2022	Qgiv Inc.	167.46	8/2/2022
85056	Tsai Fong Books, Inc.	164.71	8/24/2022
85023	Hispanic Center of Western Michigan	135.00	8/24/2022
AP-0021585-0822	Comcast Cable	126.90	8/26/2022
84954	Hispanic Center of Western Michigan	125.00	8/10/2022
85037	Northview Band Boosters	125.00	8/24/2022

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 8/1/2022 Through 8/31/2022

Check Number	Vendor Name	Check Amount	Check Date
84948	Everlasting Green Plantscape LLC	120.00	8/10/2022
85048	Schepers, Inc.	115.10	8/24/2022
85008	Ebsco Information Services	101.20	8/24/2022
84931	Ada Business Association	100.00	8/10/2022
85050	Shirley Bruursema	100.00	8/24/2022
85058	Vital Records Holdings, LLC / VRC Companies, LLC	95.00	8/24/2022
AP-2456958	TASC	94.19	8/25/2022
AP-2484530	TASC	94.19	8/26/2022
84942	Dave Fletcher	85.00	8/10/2022
84946	Employee Assistance Center (EAC)	85.00	8/10/2022
AP-9912471438	Verizon Wireless - MiFi Routers & Cell phones	83.10	8/3/2022
84991	Western Michigan University	75.00	8/10/2022
84932	Advanced Ecosystems / FishGuy	75.00	8/10/2022
85028	Midwest Collaborative For Library Services	62.86	8/24/2022
85053	Taylor Docter	62.00	8/24/2022
85055	Thomas Noreen	61.88	8/24/2022
85036	Nicole Lintemuth	57.50	8/24/2022
85049	Sheri Gilreath-Watts	53.13	8/24/2022
AP-2032675-0722	Dte Energy	51.05	8/5/2022
84971	MPELRA	50.00	8/10/2022
84962	Kendall College of Art & Design	50.00	8/10/2022
85011	Ferris State University	47.69	8/24/2022
AP-CM08-18-22	Charles R. Myers	43.75	8/30/2022
84980	Schepers, Inc.	42.50	8/10/2022
84995	Andrew Erlewein	41.25	8/24/2022
AP-PW08-18-22	Sarah Ann Weller	38.13	8/30/2022
84953	Heart Of West Michigan United Way	33.00	8/10/2022
85020	Heart Of West Michigan United Way	33.00	8/24/2022
84988	UPS	31.56	8/10/2022
85040	Peter Dykhuis	30.00	8/24/2022
84960	Kalamazoo Sanitary Supply / KSS Enterprises	30.00	8/10/2022
84947	ClearStar, Inc.	30.00	8/10/2022
84940	Claire Clary	28.99	8/10/2022
84963	Leah Bouwman	27.99	8/10/2022
84984	Susan Erhardt	26.97	8/10/2022
85047	Sarah Johnson	22.60	8/24/2022
85035	Muskegon Area District Library	18.95	8/24/2022
84957	Jennifer Zydor	18.88	8/10/2022
85021	Henika District Library	18.00	8/24/2022
85004	Dawn Heerspink	16.38	8/24/2022
AP-CM08-10-22	Charles R. Myers	14.38	8/30/2022
84956	isolved Benefit Services	12.87	8/10/2022
84978	Saginaw Valley State University	10.42	8/10/2022
85007	Dowling Public Library	8.99	8/24/2022
85015	Grainger	8.27	8/24/2022
84973	Noordyk Business Equipment	0.10	8/10/2022
Report Total		581,799.74	

Director's Report

ALPINE, TRYONE + WALKER

The Walker, Alpine and Tyrone Branches were pleased to see patrons for summer wonder in large numbers. All branches saw an increase in visitor counts for the well-loved programs. The tried-and-true favorites were a resounding success, such as Ruff Readers at the Alpine Branch, where kids read to therapy dogs and the Critters on Wheels Petting Zoo at Tyrone Branch.

The Walker, Alpine and Tyrone Township Branches are jumping into fall programming and looking forward to perennial favorites such as Storytime and Book Clubs. One of the fall favorites is the Walker Pumpkin Bash. It will be held on October 1st from 1:30-3:00 PM and will be an afternoon of fall family fun, with free pumpkins for kids ages 12 and under, live music, trick or treating, family laser tag, pumpkin decorating, and more! The staff are also excited to try new programs for the first time. All three branches will host a Glow-In-The-Dark Party: Family fun featuring glow-in-the-dark activities and crafts!



ALTO + ENGLEHARDT

The Alto and Englehardt Branches were thrilled to have programs back in the building. The Exotic Zoo had a huge turnout at the Engelhardt Branch and Touch-a-truck was a major favorite at the Alto Branch. For drama, nothing beat the sword fighting program! Everyone was also excited to welcome back what had become a Lowell tradition- the Patron Appreciation Party to say thank you for a successful Summer Wonder. This year it was a superhero theme, with staff in costume and refreshments provided.

The Branches participated with the Chamber of Commerce on weekly e-blast for programs along with using the "Next Door" local business app for getting information out in the community about fall programming.

The staff are looking forward to reconnecting this fall with the schools and getting back to what was normal.

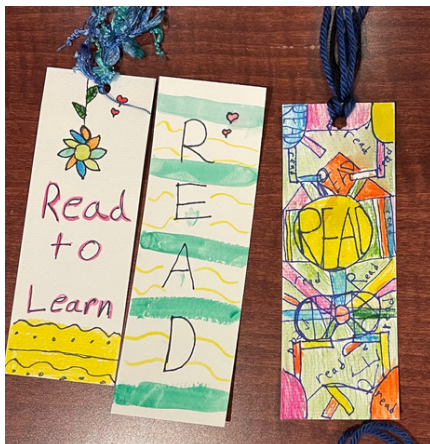
BYRON + GRANDVILLE

Summer was very exciting for the Grandville and Byron Center Branches. Staff were overjoyed to be back to doing what they do best, programming and serving people who are excited about the library. Numbers were back much closer to normal, and it was just a lot of fun to see people excited about the library, programs, and reading again this summer.

Much of what happened at both branches this summer was the same type of wonderful summer programming that the branches have hosted in the past, from Storytimes to magicians, carnivals to Critter Barn, people wanted to enjoy all the favorites that they have been missing in the recent past. In the Byron Center Branch in particular, huge crowds came out for these old favorites, particularly some of the animal programs, and our annual summer carnival. Often more people attended than could comfortably fit in the programming space. One thing new this summer was experimenting with more programs outside to accommodate larger crowds.

New at the Grandville Branch this year was a Summer Family Concert Series; a partnership between the Chamber of Commerce, the City, and the Grandville Branch. The Chamber of Commerce and the City put on the concerts in the Branches amphitheater, and the Grandville Branch provided youth activities each night to add to the fun. This was a fantastic series and one that is expected to grow over the years and hopefully becomes a regularly anticipated part of every summer.

CALEDONIA + CASCADE



This summer was full of fun for patrons and staff at both the Cascade and Caledonia Branches! There were many happy readers, teen crew volunteers, program attendees, and summer wonder explorers in the branches all summer long. The branch staff worked wonderfully as a team to re-learn the process of Summer Wonder and to make it better than it has ever been.

The Caledonia Branch started the summer with much fanfare at the kickoff summer carnival organized by Branch Librarian, Audrey Barker. Over 1000 patrons attended to play the interactive games and watch the incredible acrobatics of Gemini Circus. The Caledonia Branch also had over 1000 patrons attend the annual Touch-a-Truck program. The Cascade Branch also enjoyed incredible attendance at Touch-a-Truck and Summer Bash (at which Gemini Circus made another appearance!). Both libraries also had great attendance and feedback for the scheduled performances such as Exotic Zoo and The Motherland.

The most noteworthy new program at both branches this summer was the eight-week Library Camp experience put together by branch librarians Ashley Geglio, Aislynn Wallace, Gwen Genzink, and Adam Flynn and supported by numerous other branch librarians and assistant branch librarians.

Library Camp was first imagined by Branch Outreach and Programming Specialist, Ashley Smolinski. Her intention was to offer a summer camp experience to the public without cost--and to promote the wonderful things happening at the library. This hour-long camp took 12 campers a week through what it is like to do such things as promote the library, create displays, do outreach to the community, and conduct a book club. The camp culminated in a ceremony in which campers could meet KDL Leadership Team members and give their parents a full library tour. Library Camp was a resounding success, and the Cascade and Caledonia Branches intend to bring it back again next year at both Branches and (likely) other KDL Branches as well.



COMSTOCK PARK + PLAINFIELD

At the Comstock Park Branch this Summer the staff were thrilled to welcome the community back to the wonderful family programs and outreach events. The Branch was filled with laughter, music and storytelling all summer long including record-breaking numbers for Summer Celebration in the middle of the four day local celebration, Mill Creek Days. The KDL Bookmobile made a splash at the Mill Creek Days Parade through Comstock Park.

Because outdoor play after Storytime was such a hit when it was a necessity, everyone has continued to head out, weather permitting, after each Storytime. A sandbox was added for more sensory play next to the Storytime garden. It started with a small box this year, but that was such a hit, there will be budgeting for a larger permanent sandbox to keep outside.

The Plainfield Branch welcomed Intern Rrianna this summer to help with programming in and out of the Branch. The Branch was able to increase the number of Summer Wonder completers this year, getting close to the highest percentage of completers per Branch. The staff are determined to take the lead next Summer!

The Gather 2 Grow program was very successful at both the branches and the staff hope to help the community in this way next year as well.



Featured Department

Programming

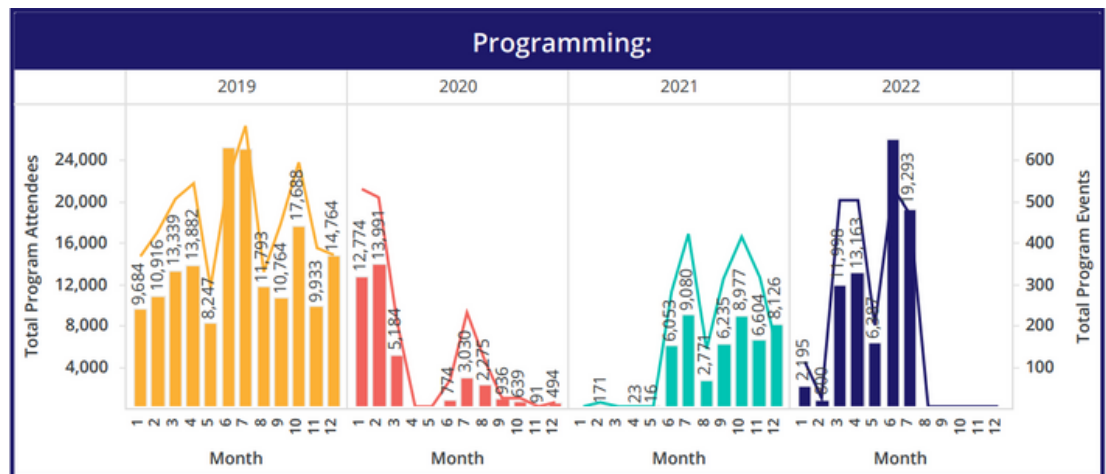
In the past six months, there has been a complete turnover of staff in the Programming Department (PRO) due to a spouse taking a job in another state, retirement, promotion and another taking a new job outside of the organization. Hennie Vaandrager became the new Programming Manager in March. Greg Lewis, Hannah Moulds and Keeva Filipek are the new Programming Specialists. All four of these employees bring a wealth of Branch programming, outreach and organizational knowledge to the roles. While it has been a challenge to get up to speed on all the many processes, timelines and projects involved in system-wide programming, it has been exhilarating to rebuild a department based on hard work, great internal/external customer service and positive work culture.

Of course, the first big test for the Programming Department was Summer Wonder 2022. KDL brought 50 unique performers to Branches this summer. Each of these performers involves scheduling, contracts and check requests. The performer-led programs along with staff-led programs brought in well over 50,000 attendees. A total of 16,273 patrons (about the seating capacity of Madison Square Garden) completed Summer Wonder, which signals a return to pre-Covid numbers.

Programming Department Priorities:

- Provide great customer service (internal and external)
- Provide engaging, sustainable and impactful programming for our patrons
- Refine processes to optimally support staff and workgroups
- Create fun and high-performing work culture (temporary tattoo Friday below!)

The team is excited to help staff and workgroups develop dynamic and sustainable programming that continues to attract patrons (new and old) to the Branches.



OUTREACH

AUGUST 2022



KIDS DAY AT THE ZOO

On Thursday, August 4 the Outreach Department had an action-packed day of making "toy puppet animals" in the Puppet Lab for Kids Day at the Zoo. It perfectly fits the theme of the event, connecting both animals and the repurposed-material sculptures of animals in the Zoo. Kids and families LOVED creating these while KDL resources were passed out. Wimee too joined the fun performing three times.

LATINO 5K

The Outreach Department participated in the Latino 5K with many other great partners. It was a lot of fun, creating new library cards and sharing fruit popsicles for completers.



A GLIMPSE OF AFRICA

The Bookmobile was at A Glimpse of Africa. The Outreach Department chatted with many attendees and also chatted with many fellow partners at the event. The KDL Free Library and the multiple Puppet Story Times were also a hit!



PATRON FEEDBACK

A thank you from the Mill Creek Days committee for the presence of the Bookmobile in the parade! It was stated that the "Bookmobile was a great addition, and it was really appreciated Joyanne's commitment to being there. Thank you for all that KDL does for the community!"



ALPACT AT KDL

KDL partners with ADVOCATES AND LEADERS FOR POLICE AND COMMUNITY TRUST by providing space for their meeting in the month of August. This is an important community forum that joins community leaders and public servers to dialog about crime reduction and police accountability.



CARRER ONLINE HIGH SCHOOL DIPLOMA

Career Online High School - Benjamin recently graduated and received a high school diploma. When asked what motivated him to obtain his high school diploma this is what he had to say. " I was a teenage drug addict and never graduated high school. I wanted to prove to myself I could do it." Way to go Benjamin!



CONCERTS FOR THE COMMUNITY

Concerts for the community are coming to a close for the season. 333 participants got to enjoy the Fifth Third Bank Summer Concerts Series at Meijer Gardens. Families got to enjoy complimentary tickets to a show, Meijer garden tickets, food, and transportation. This program was done in collaboration with KDL, Meijer Gardens, and the Steve and Amy Van Andel Foundation.

Katie Kudos

WINNERS FOR AUGUST 2022

ROCHELLE BALL

COLLECTION SERVICES

NOMINATED BY LIZ GUARINO-KOZLOWICZ

COURAGEOUS

BECAUSE ...""Rochelle recently completed the upload of the rest of the items receiving an EDI tag in the catalog. She taught herself how to complete this process some months ago and perfected the process so that very few errors occurred. She cares deeply about getting it right...and it shows in every project she's a part of. She's not afraid to take on new projects and learn new things."

AND

POSITIVE

BECAUSE... "Rochelle has been working with BiblioCommons on some issues we are having with items not showing up in BiblioCore. She has built an excellent relationship with tech support there and is doing a great job updating the collections team on the work they are doing to fix the problem. She is positive and optimistic about a repair for the problem. I appreciate her positivity and the care she shows for our processes and getting it right."

AND

NOMINATED BY JACI COOPER

HELPFUL

BECAUSE... "Rochelle created branch logins for the data dashboard & had the logins scheduled to go out during the meeting- clever! Additionally, she has been putting so many hours to building a weeding report & shaping these processes. Rochelle is one of a kind and always positive and helpful. Thanks, Rochelle!"



CRYSTAL LOGAN-SYREWICZE

KENTWOOD

NOMINATED BY KIOSHA JELTEMA

HELPFUL

BECAUSE..."Crystal volunteered to assist with prepping for a change in the way Kentwood handles its study rooms. She created a new room sign-out sheet for staff to use. This sheet provides an overview of the status of all study rooms and keeps us all on track. Thank you for doing this, Crystal!" **AND** "Crystal took the time to revamp the front page of our Kentwood branch SharePoint page. It looks great and is helpful for keeping things orderly. Thanks, Crystal!"

AND

NOMINATED BY SUSAN ERHARDT

AUTHENTIC

BECAUSE... "I'm not sure I've met Crystal more than once and it's possible we've never actually met , but she sent me a generous donation to help pay for meals while my daughter is in chemo. When I told my husband, he burst into tears. It's so lovely to know that people in my KDL family care so much, even people who don't actually know me or my daughter."

LIZ WIERENGA

AMY VAN ANDEL LIBRARY

NOMINATED BY SCOTT NINEMEIER

AUTHENTIC

BECAUSE..."Liz was terrific during the month of August in Ada on Friday. It was a four-hour event making buttons outside in 88 degrees with high humidity. Liz was positive, helpful, and genuinely having fun despite the extreme conditions. Her energy was contagious! Our teen crew volunteers were also fantastic during the event. Thanks, Liz, for being a great leader!"

AND

NOMINATED BY SHAUNNA MARTZ

COURAGEOUS

BECAUSE..."Recently, Liz had an intense and somewhat negative experience with a patron donating books. Liz kept calm, carried on. I appreciate Liz and her bright smile and ability to shake off a bad experience."

Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting + Budget Worksession

Thursday, October 27, 2022

4:30 PM

KDL Service + Meeting Center

Regular Board Meeting including Budget Hearing

Thursday, November 17, 2022

7:00 PM

KDL Service + Meeting Center

Regular Board Meeting including Executive Director's Evaluation

Thursday, December 15, 2022

4:30 PM

KDL Service + Meeting Center

Dates of Interest

MLA Annual Conference

October 19-21, 2022

Port Huron, MI

Pension Board Meeting

November 18, 2022

1:00 PM

KDL Service + Meeting Center





MONTHLY PROJECT REPORT

AUGUST 2022

- 2** New projects approved
- 15** Projects in approval queue
- 3** Declined



On Time	13
Late (At Risk)	3
Completed since 01/22	8

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

Annual Pet Calendar

● **Project Lead:** Christine Mwangi
Status: On track

Approval Date: 08.03.22
Due Date: 10.31.22

NEW!

As part of an exciting new fundraising opportunity, KDL will create an annual pet calendar featuring the most photogenic snapshots of pets in the KDL service area. Winning submissions will be chosen based on public vote and must feature a library or literacy theme. Included in the calendar will be library events of interest (such as the annual Literary Libations Gala) and some of KDL's biggest programs and promotions. The personal nature of the calendar will make it an attractive opportunity for library and animal lovers alike.

Library Relationship Management (CRM)

● **Project Lead:** Hannah Lewis
Status: On track

Approval Date: 08.17.22
Due Date: 12.31.22

NEW!

This project seeks to solve one particularly large problem that has been hovering over the library's operational processes for years: There is currently no centralized location for keeping records of library partner contact information or activity. Instead, records are mostly kept in individual Outlook accounts and Excel spreadsheets, with a high degree of duplication and inaccuracy. This makes it especially difficult for staff to conduct efficient and effective mailings, marketing and relationship management. As part of this project's deliverables, the project team will seek a satisfactory Customer Relationship Management system and further develop processes for planning and tracking relationships with community partners. A CRM system will make it easier to find, share and maintain library relationship information throughout KDL.

Books for Newborns



Project Lead: Sara Proaño
Status: On track

Approval Date: 04.27.22
Due Date: 10.31.22

So far, over 1,400 books have been delivered to project partners Great Start Collaborative, Trinity Health, Clinica Santa Maria, Kent County Health Department and Physician Partners, with three more deliveries scheduled for the month of September. As of now, partners have also received an assessment soliciting feedback on ways the program and process can be improved. Data from these responses is expected to be ready later this month. Otherwise, project members have been hard at work developing a small highlight video, which will be featured at KDL's annual Literary Libations Gala on September 15 with the intention to bring greater awareness to program objectives and raise financial support.

Circulation Moonshot: Collection Purchasing Philosophy



Project Lead: Liz Guarino-Kozlowicz
Status: On track

Approval Date: 02.02.22
Due Date: *new due date 09.30.22*

As this project nears completion, the team has finalized documents outlining how patron purchase recommendations are evaluated and approved through the Collection Development department, as well as created new procedures around placing holds through Michigan's electronic catalogue, the latter of which will be especially helpful to patrons and staff alike. Additionally, team members are working on an internal training video to increase staff understanding of and buy-in for KDL's popular materials collection, as well as a brand new patron-facing webpage for Collection Development.

Circulation Moonshot: Displays + Merchandising



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

Approval Date: 06.30.21
Due Date: *new due date 12.31.22*

The project team continues to work with managers to select consistent, efficient, attractive and economical display solutions systemwide. Due to online supply shortages and the bulk nature of the purchase, KDL will draft and post an RFP (Request For Proposal) for a local metal fabricator to create self supports to display face outs. Meanwhile, the team will finalize the merchandising guide and incorporate it into the onboarding process, as well as a new merchandising champion training to help managers have a go-to librarian to help keep the branch looks its best and to display materials in a data-driven way. To accommodate this process, the project deadline has been extended to the end of the year, in which time the team is confident that the order will be completed and deliverables met.

Circulation Moonshot: Weeding Standards



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

Approval Date: 06.30.21
Due Date: *new due date 10.31.22*

The existing/old weeding report has been turned off as the team prepares to roll out the new and improved weeding report, after which the project team will meet with weeding Branch Champions (employees at each branch who cascade principles and training with their peers) and make a new and data-informed decision regarding optimum collection size at KDL. The new report is set to launch on Monday, September 21, with initial feedback and data collected through Friday, October 21.

Concerts for the Community



Project Lead: Randy Goble
Status: At Risk - Timeline

Approval Date: 04.27.22
Due Date: *new due date 10.31.22*

The final performance of this concert series is set to take place on September 18. On September 30, the project team will meet with The Steve & Amy Van Andel Foundation and the Frederik Meijer Gardens to discuss the partnership's successes and overall outcomes, as well as next steps, so the timeline will be extended to properly evaluate and close-out. One thing is for sure: This project enabled many residents within Kent County to attend and have access to an amazing experience they may not have had otherwise. At one concert, the Frederik Meijer Gardens welcomed a group of persons in wheelchairs. Staff went above and beyond and allowed them to bypass the usual line and find their spots safely and comfortably. A splendid evening was enjoyed by everyone who attended throughout the summer.

Data Dashboard Phase 1



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

Approval Date: 03.02.22
Due Date: 08.31.22

As of Wednesday, August 31, all Regional Managers have been granted access to their branch data dashboards! Project Leads Sheri Glon and Scott Ninemeier briefly introduced the dashboard and its features, including expectations and applications for use, at the Regional Manager I + II Summit scheduled that same day, though more in-depth one-on-one trainings have been scheduled throughout September. Regional Managers will be asked to complete their first quarterly branch reports using their data dashboards in the month of October. This will give everyone enough time to become familiar with the new interface and adjust their daily routine. Phase 1 of this project will officially wrap up in October, with a Phase 2 in the works for tackling similar dashboards on the department (Service Center) level.

EDI Collection Audit / Tagging (Phase 2)



Project Lead: Tammy Schneider
Status: On track

Approval Date: 03.24.21
Due Date: 12.31.22

With the all existing materials in the collection now tagged and new materials automatically entered into the process, the project team plans to meet again in the next month to discuss staff training and talking points. Next steps will also include working with the Marketing + Communications department to strategize marketing and publicity for patrons.

Email Group Streamline + Update



Project Lead: Elvia Myers
Status: On track

Approval Date: 03.02.22
Due Date: 12.31.22

In order to better focus conversation and in-group decision making, the project team has been temporarily downsized to only include members with more than one year of experience using Sharepoint. This decision was made in response to the information overload experienced by some members who may be still learning KDL's full scope of operations. Project group meetings have also been condensed into longer sessions on a more infrequent schedule in order to maximize individual contributions and allow for more work on associated tasks outside the group. The team has divided up the master list of items on the active directory and Sharepoint and are meeting with owners to determine what must be deleted, archived, and retained.

Expungement Fair with Legal Aid of Western Michigan



Project Lead: Hennie Vaandrager
Status: On track

Approval Date: 02.02.22
Due Date: *new due date of 11.15.22*

Two dates have been chosen for Legal Aid of Western Michigan to conduct informational sessions regarding “Understanding Expungement: Can ‘Clean Slate’ Laws Help You?” within the Library space. These dates and locations are as follows: September 14 at the Englehardt Branch; October 13 at the Wyoming Branch. With the project team's piece of the project complete, there will not be much more to update until the last session in October; however, the deadline for this project has been extended in order to full consider project deliverables, partner feedback and data-driven decisions around next steps as part of the close out process.

KDL Online Store



Project Lead: Dhanya Ravi
Status: On track

Approval Date: 06.22.22
Due Date: 10.31.22

The project team has narrowed down three potential solutions for hosting an online retail space. Shopify, Squarespace and Wix are all promising options in that they are established website services with a demonstrated return on investment. Representatives from each platform will be presenting a demo to the project team throughout the month of September, with a decision expected to be made by the end of the month. In the meantime, the team continues to consider merchandising options and have narrowed down a few that will be included in initial inventory.

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 group has finally determined the full scope of "The KDL Way" in light of knowledge gleaned from revisiting core service fundamentals and Culturewise. At the August 31 RM1 + RM2 Summit, Project Sponsor Brian Mortimore updated all Regional Managers on this information, seeking feedback and support in anticipation of rolling out the newly updated service vision to the rest of KDL at "All Staff" on October 3. Later in October, the project team will begin meeting with KDL Way Branch Champions to ensure that Culturewise principles are fully embraced and integrated into "The KDL Way" and library service culture. A sneak peek: If the KDL fundamentals Culturewise helped develop express “who we are,” then the principles of "The KDL Way" express "what we do and how we do it.”

New Cardholder Onboarding



Project Lead: Morgan Hanks
Status: On track

Approval Date: 04.27.22
Due Date: 11.15.22

Although initial deliverables for this project outlined a target date of September 1 for rolling out new cardholder onboarding processes to staff, the team realized in early August that this date was not conducive to the type of well-organized process integration for staff or quality of work for the community that the library aims to produce. As of this report, the new cardholder onboarding process will be communicated out to library staff on September 28, with a big marketing push scheduled for shortly thereafter. This will give the team slightly more time to continue to develop a quality marketing strategy, purchase supplies for the exciting new prize wheel, complete finishing touches on the accompanying webpage, train staff on any new processes, and generate excitement.

Rehmann - Finance Department Audit



Project Lead: Kim Lindsay
Status: At Risk - Timeline

Approval Date: 11.02.20
Due Date: *new due date 7.15.23*

The finance team is moving forward with a new automation project with Huntington Bank, for paying vendors electronically while also earning rebates. Training on the new system will take place in mid-September. The Finance department is also in budget preparation mode over the next two to three weeks in anticipation of the full budget workshop with the KDL Board of Trustees.

Spectrum Health Educational Sessions



Project Lead: Hennie Vaandrager
Status: On track

Approval Date: 07.20.22
Due Date: 11.15.22

KDL has worked closely with Spectrum Health to develop three distinct series at three of separate library branches. The Nelson Township Branch will host "Parenting Adolescents," the Wyoming Branch will host "Senior Transitions," and the Kentwood Branch will host "Caregiver Support." All three series will begin the week of September 12 and will run for six weeks. As part of this project's deliverables, the team will also conduct a satisfaction survey of all attendees and record attendance numbers in order to deduce the effectiveness of programming that focuses on health and wellness.

Systemwide WonderKnook Refresh



Project Lead: Missy Lancaster + Abby Black
Status: On track

Approval Date: 09.23.21
Due Date: 11.30.22

Excitement continues to grow as TMC enters production phase, beginning with kitchens, discovery tables, and a few custom pieces which will be installed over the next few months. In the meantime, the team has been hard at work, ordering smaller accessories, aka manipulatives, based on recommendations from the Early Lit Workgroup and which will help to bring the playspace themes to life. Additionally, commissioned artwork for a map of Kent County featuring all branch Wonderknook pieces to gamify branch visits for parents and children by incentivizing them to visit more than one branch. The same artist also designed a coloring book featuring all of the individual spaces. Children who visit at least five branches will be able to win the book as a prize, which comes complete with KDL-branded crayons. As if that is not exciting enough, KDL staff will be supplied with specially made Wonderknook T-Shirts promoting the new spaces. This shirt will be the very first piece of KDL wear to list each branch location on it!



BUILDING PROJECTS

Krause Memorial (Rockford)

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

The fundraising committee continues to work on a case of support for a capital campaign. Special thanks to KDL's Marketing + Communications department, especially Director of Engagement Randy Goble and Graphic Arts Specialist Brad Baker, for supplying beautiful documentation for the case.

Tyrone Township

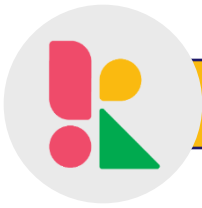
○ **Project Lead:** Craig Buno **Approval Date:** N/A
Status: N/A **Due Date:** N/A

No update at this time.

Walker

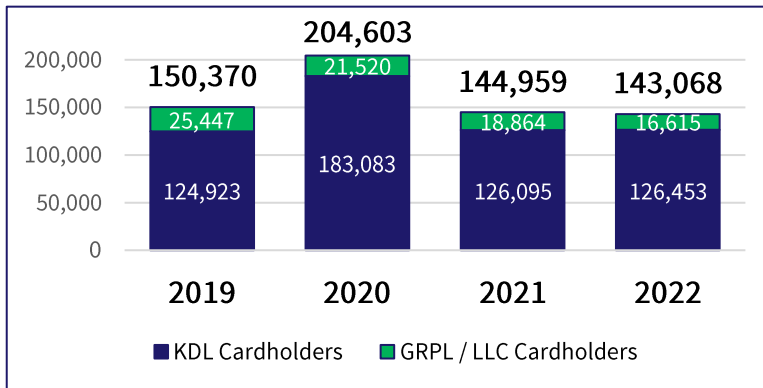
● **Project Lead:** Craig Buno **Approval Date:** N/A
Status: N/A **Due Date:** N/A

No update at this time.



AUGUST 2022 STATISTICAL SUMMARY

Active Patrons:



2,607 Accounts Added in August:

- 2,290 New KDL Cardholders
- 224 New GRPL Cardholders
- 93 New LLC Cardholders

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

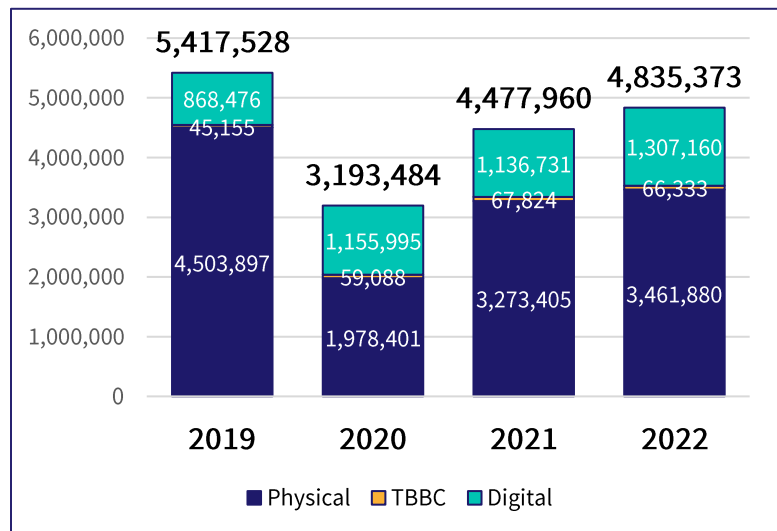
Note: Branches were closed March 13 – August 4, 2020 and November 16, 2020 – January 18, 2021 due to COVID-19. Curbside service began June 15, 2020. Limited in-branch hours were offered August 5 – September 20, 2020.

Comparing to Previous Timeframes:

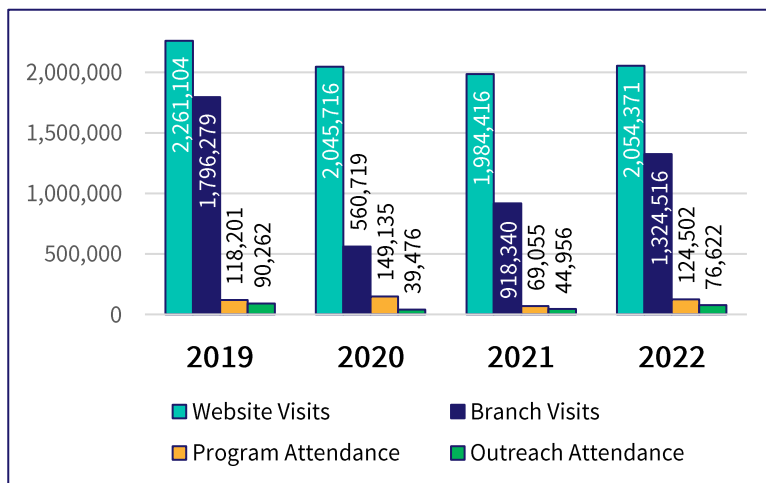
- **Physical Checkouts:** Down 2% from last month; Up 7% from 2021; Down 20% from 2019
- **Digital Checkouts:** Up 4% from last month; Up 23% from 2021; Up 52% from 2019
- **Visitor Count:** Down 2% from last month; Up 25% from 2021; Down 21% from 2019
- **Program Attendees:** Down 44% from last month; Up 68% from 2021; Up 8% from 2019

(See following page for more details)

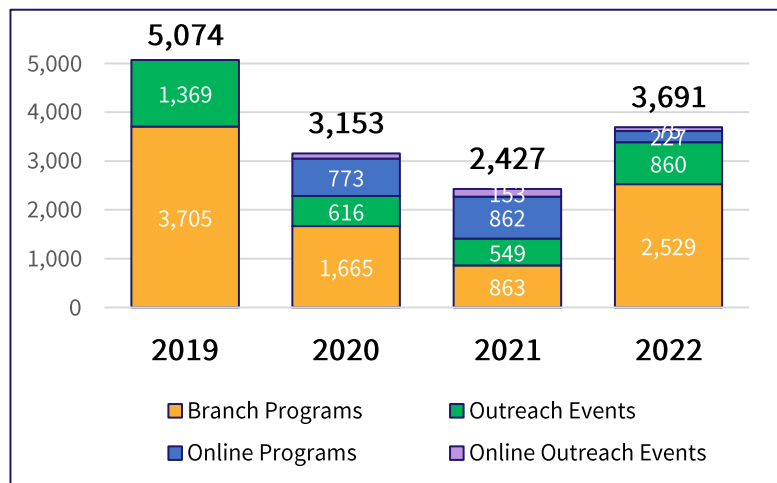
Circulation YTD:



People Served YTD:



Number of Events YTD:

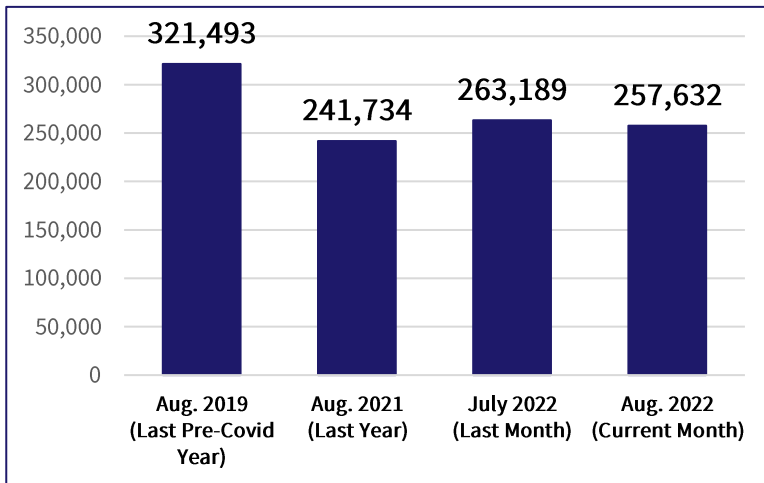




AUGUST 2022 STATISTICS IN-DEPTH

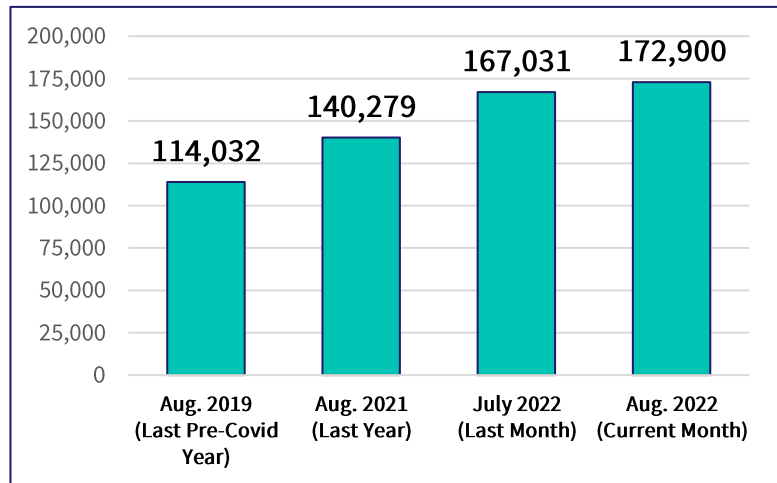
How have our basic statistics changed month-to-month and when compared to last year (2021), and compared to the last pre-COVID year of 2019?

Physical Items Checked Out:



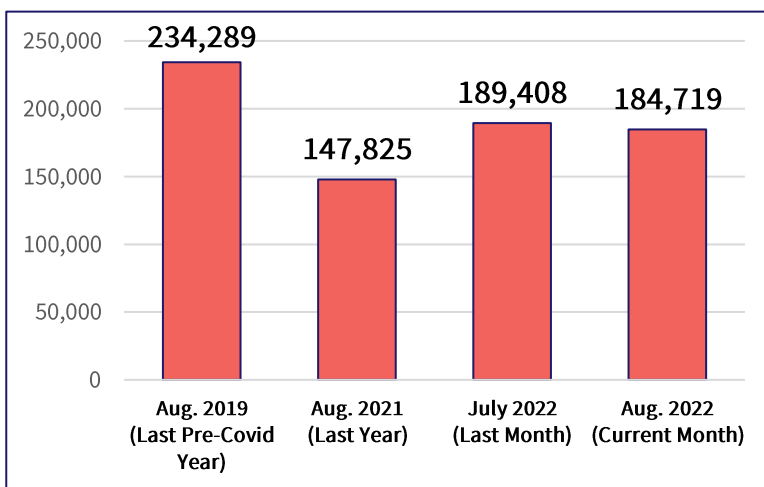
Physical checkouts are **down 2%** from last month, **up 7%** from the same month last year, and **down 20%** compared to the same month in 2019

Digital Items Checked Out:



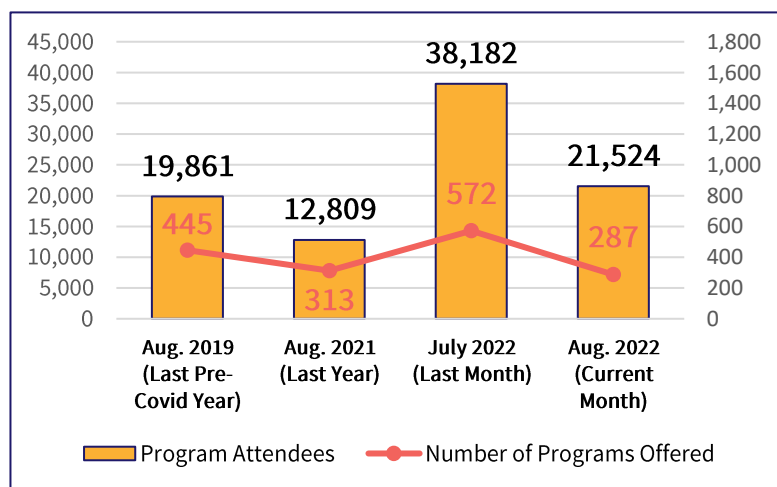
Digital checkouts are **up 4%** from last month, **up 23%** from the same month last year, and **up 52%** compared to the same month in 2019.

Visitor Count:



Branch visitors are **down 2%** from last month, **up 25%** from the same month last year, and **down 21%** compared to the same month in 2019.

Programs & Outreach:



Program & Outreach attendance is **down 44%** from last month, **up 68%** from the same month last year, and **up 8%** 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	247
2. <i>Book Lovers</i> by Emily Henry	144
3. <i>The Lost City</i> DVD	138
4. <i>Dream Town</i> by David Baldacci	128
5. <i>Nightwork</i> by Nora Roberts	126
6. <i>Sparring Partners</i> by John Grisham	123
<i>Run, Rose, Run</i> by Dolly Parton and James Patterson	123
8. <i>Death of the Black Widow</i> by James Patterson	122
9. <i>Verity</i> by Colleen Hoover	115
<i>The Bad Guys in Open Wide</i> <i>and Say Arrrgh!</i> by Aaron Blabey	115

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>Verity</i> by Colleen Hoover	291
2. <i>Reminders of Him</i> by Colleen Hoover	257
3. KDL WiFi Mobile Hotspot	226
4. <i>Ugly Love</i> by Colleen Hoover	211
5. <i>It Ends with Us</i> by Colleen Hoover	167
6. <i>Book Lovers</i> by Emily Henry	158
7. <i>Where the Crawdads Sing</i> by Delia Owens	152
8. <i>The IT Girl</i> by Ruth Ware	142
9. <i>Lessons in Chemistry</i> by Bonnie Garmus	137
10. <i>Every Summer After</i> by Carley Fortune	133

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>Where the Crawdads Sing</i> by Delia Owens (audio)	414
2. <i>Where the Crawdads Sing</i> by Delia Owens	399
3. <i>Lessons in Chemistry</i> by Bonnie Garmus	352
4. <i>Ugly Love</i> by Colleen Hoover (audio)	308
5. <i>Lessons in Chemistry</i> by Bonnie Garmus (audio)	304
6. <i>Verity</i> by Colleen Hoover	231
7. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid	171
8. <i>Book Lovers</i> by Emily Henry	170
9. <i>Atomic Habits</i> by James Clear (audio)	165
10. <i>The Midnight Library</i> by Matt Haig	164

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>Verity</i> by Colleen Hoover	718
2. <i>It Ends with Us</i> by Colleen Hoover	537
3. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid	529
4. <i>Book Lovers</i> by Emily Henry	521
5. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid (audio)	406
6. <i>The Hotel Nantucket</i> by Elin Hilderbrand	357
7. <i>It Ends with Us</i> by Colleen Hoover (audio)	349
8. <i>The Paris Apartment</i> by Lucy Foley	343
9. <i>Ugly Love</i> by Colleen Hoover	330
10. <i>Book Lovers</i> by Emily Henry (audio)	317

NEW HIRES	POSITION	EFFECTIVE
Natalie Kilgo	Assistant Branch Librarian – Byron/Grandville	August 15
Jessica Hannah	Shelver – Cascade	September 7
Robert Campbell	Shelver – Amy Van Andel / Ada	September 7
Jade Sakowski	Shelver – Cascade	September 7
Mary Pawneshing	Shelver – Cascade	September 19
Emma Newman	Shelver – Cascade	September 19

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Trina Den Braber	Assistant Branch Librarian – Comstock Park	Assistant Branch Librarian Sub	July 25
Madison Scheuneman	Assistant Branch Librarian Sub	Assistant Branch Librarian – Kentwood	August 22
Adam Flynn	Branch Librarian – Cascade	Branch Outreach & Programming Specialist – Alto/Englehardt	August 29
Zack Bergers	Seasonal Intern – Wyoming	Shelver – Wyoming	August 29
Katie Brainard	Seasonal Intern – East Grand Rapids	Assistant Branch Librarian – East Grand Rapids	September 5
Rebecca Avella	Assistant Branch Librarian – Walker	Branch Librarian – Walker	September 12
Keeva Filipek	Assistant Branch Librarian – East Grand Rapids	Programming Specialist – Service Center	September 12
Ashley Geglio	Branch Librarian – Caledonia	Branch Librarian – Cascade	September 12
Kent Byerly	Assistant Branch Librarian – Amy Van Andel / Ada	Assistant Branch Librarian Sub	September 12
Lulu Brown	Regional Manager II – Cascade/Caledonia	Regional Manager I – Cascade/Caledonia	September 26
Liv Deliyannides	Assistant Branch Librarian – Amy Van Andel / Ada	Assistant Branch Librarian – Wyoming	October 3
Clare O'Tsuji	Branch Librarian – Kelloggsville	Branch Outreach & Programming Specialist – Kentwood/Gaines Township	October 3

DEPARTURES	POSITION	EFFECTIVE
Abigail Mulonas	Assistant Branch Librarian - Kentwood	August 9
Courtnei Moyses	Branch Outreach & Programming Specialist	September 2
Charlie Mollett	Sub	September 6
Brett Townsend	Administrative Assistant – Fund Development	September 8
Amy Patnaude	Shelver - Cascade	September 9

OPEN POSITIONS	TYPE
Shelver – Gaines Township	Part-time
Assistant Branch Librarian – Kentwood	Part-time
Shelver – Alpine/Tyrone Township	Part-time
Assistant Branch Librarian – East Grand Rapids/Amy Van Andel	Part-time
Assistant Branch Librarian – Grandville	Part-time
Assistant Branch Librarian – Grandville/Byron Township	Part-time
Shelver – Cascade	Part-time
Assistant Branch Librarian Sub (5 positions)	Temporary
Assistant Branch Librarian – Amy Van Andel / Ada	Part-time
Patron Services Librarian – Service Center	Part-time
Administrative Assistant – Fund Development	Full-time
Assistant Branch Librarian – Walker	Part-time
Regional Manager II – Cascade/Caledonia	Full-time
Branch Librarian – Caledonia	Part-time

EMPLOYEE ANNIVERSARIES (OCTOBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Angela Vanderwest	Byron Township	19 years
Monica Walen	East Grand Rapids	12 years
Amber Hath	Krause Memorial	11 years
Hannah Moeggenborg	Alpine	8 years
Ashley Smolinski	Cascade	8 years
Sarah Fox	Kentwood	7 years
Dawn Heerspink	Byron Township	7 years
Heidi Fifield	Spencer Township	6 years

EMPLOYEE ANNIVERSARIES (OCTOBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Mariely Velazquez	Wyoming	6 years
David Fletcher	Plainfield	5 years
Randy Goble	Engagement	5 years
Natalie Karsten	Kentwood	5 years
Virginia Kenyon	Gaines Township	5 years
Bastian Bouman	Wyoming	4 years
Kevin Kammeraad	Bookmobile	4 years
Maria Ramirez	Sub Pool	4 years
Robin Darling	Sub Pool	3 years
Jennifer Fitzgerald	Kentwood	3 years
Tabitha Frazier	East Grand Rapids	3 years
Grace Miguel Cipriano	Patron Services	3 years
Kathryn Cheney	Plainfield	2 years
Christine Mwangi	Fund Development	2 years
Elvia Myers	Administration	2 years
Lucy Angers	Kelloggsville	1 year
Katie Baker	Walker	1 year
Abigail Cummings	Wyoming	1 year
Isabela Gave	Krause Memorial	1 year
Emma Hendrian	Caledonia	1 year
Sue Olep	Wyoming	1 year
Kelsea Wierenga	East Grand Rapids	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	X	X	X	X	X	X	X	
July 21, 2022	X	X	X	X	X	X	X	X
August 18, 2022	X	X	*X	X	X	X	X	X
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



2022 BOARD OF TRUSTEES MEETING DATES

DATE	TIME	LOCATION	GUEST
Thursday, January 20, 2022	4:30 PM	KDL Service + Meeting Center 814 W. River Center Dr. NE, 49321	~~~
Thursday, February 17, 2022	4:30 PM	KDL Cascade Township Branch 2870 Jacksmith Ave SE, 49546	Cascade
Thursday, March 17, 2022	4:30 PM	KDL Service + Meeting Center 814 W. River Center Dr. NE, 49321	~~~
Thursday, April 21, 2022	4:30 PM	KDL Service + Meeting Center 814 W. River Center Dr. NE, 49321	~~~
Thursday, May 19, 2022	4:30 PM	KDL Englehardt Branch 200 N. Monroe Street, 49331	Englehardt
Thursday, June 16, 2022	4:30 PM	KDL Service + Meeting Center 814 W. River Center Dr. NE, 49321	~~~
Thursday, July 21, 2022	4:30 PM	KDL Service + Meeting Center 814 W. River Center Dr. NE, 49321	~~~
Thursday, August 18, 2022	4:30 PM	KDL Service + Meeting Center 814 W. River Center Dr. NE, 49321	~~~
Thursday September 22, 2022	4:30 PM	KDL Wyoming Branch 3350 Michael Ave SW, 49509	Wyoming
Thursday, October 13, 2022 <i>Regular Board Meeting</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center Dr. NE, 49321	~~~
Thursday, October 27, 2022 <i>Regular Board Meeting + Budget Work Session</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center Dr. NE, 49321	~~~
Thursday, November 17, 2022 <i>Includes Budget Hearing</i>	7:00 PM	KDL Service + Meeting Center 814 W. River Center Dr. NE, 49321	~~~
Thursday, December 15, 2022 <i>Includes Executive Director's Evaluation</i>	4:30 PM	KDL Service + Meeting Center 814 W. River Center Dr. NE, 49321	~~~

*The "GUEST" Column indicates a branch-hosted meeting.

2022 Planned Branch + System Closings

***** ADDITION MADE TO BRANCH IN
SERVICES, PATRON SERVICES DEPARTMENT
MONDAY, OCTOBER 31*****

HOLIDAY CLOSINGS

New Year's Day (Observed)	Friday, December 31, 2021	Service Center Closed, Patron Services Department & Branches Remain Open until 5PM
New Year's Day	Saturday, January 1	All locations closed
Martin Luther King	Monday, January 17	All locations are closed to the public & staff will report to work for a day of Community Service
*Easter	Sunday, April 17	All locations closed
Memorial Day	Monday, May 30	All locations closed
Independence Day	Monday, July 4	All locations closed
Labor Day	Monday, September 5	All locations closed
Thanksgiving Day	Thursday, November 24	All locations closed
Christmas Eve (Observed)	Friday, December 23	Service Center Closed, Patron Services Department & Branches Remain Open until 5PM
Christmas Eve	Saturday, December 24	All locations closed
Christmas Day	Sunday, December 25	All locations closed
Christmas Day (Observed)	Monday, December 26	All locations closed
New Year's Eve	Saturday, December 31	

*unpaid KDL Holiday

BRANCH IN SERVICES

Monday, October 31

Patron Services Closed from 5:00-8:00 PM

Tuesday, November 8 Election Day

Comstock Park + Plainfield
East Grand Rapids + Ada

Friday, November 11 Veteran's Day

Alpine, Walker + Tyrone
Alto + Lowell
Byron + Grandville
Caledonia + Cascade
Rockford, Nelson + Spencer
Wyoming + Kelloggsville
Gaines + Kentwood

Wednesday, November 30

Back up date to be held ONLY in the event of inclement weather or other unforeseeable circumstances (invitations will be sent out for awareness and posted on calendar@kdl.org)

OTHER CLOSINGS

- **ALL STAFF** Meeting will be held on Monday, October 3, 2022 at Frederik Meijer Gardens
- All locations will be closed on Sundays from Memorial Day weekend through Labor Day weekend May 30, 2022 through September 5, 2022.



2023 Board of Trustees Meeting Dates

January

Thursday, January 19 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

February

Thursday, February 16 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

March

Thursday, March 16 at 4:30 PM
*KDL Amy Van Andel Library
7215 Headley Street SE
Regular Meeting

April

Thursday, April 20 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

May

Thursday, May 18 at 4:30 PM
*KDL Spencer Branch
14960 Meddler Ave
Regular Meeting

June

Thursday, June 15 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

July

Thursday, July 20 at 4:30 PM
*KDL Plainfield Branch
2650 5 Mile Rd NE
Regular Meeting

August

Thursday, August 17 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

September

Thursday, September 28 at 4:30 PM
*KDL Gaines Branch
421 68th Street SE
Regular Meeting

October

Thursday, October 19 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
**Regular Meeting followed by
Budget Work Session**

November

Thursday, November 16 at 7:00 PM
KDL Service + Meeting Center
814 West River Center Dr NE
**Regular Meeting Including Budget
Hearing**

December

Thursday, December 21 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
**Regular Meeting Including
Executive Director's Evaluation**

*Indicates a Branch Hosted Meeting



2023 Planned Branch + System Closures

HOLIDAY CLOSINGS

New Year's Day	Sunday, January 1	All locations closed
New Year's Day (Observed)	Monday, January 2	All locations closed
Martin Luther King	Monday, January 16	All locations are closed to the public & staff will report to work for a day of Community Service
*Easter	Sunday, April 9	All locations closed
Memorial Day	Monday, May 29	All locations closed
Independence Day	Tuesday, July 4	All locations closed
Labor Day	Monday, September 4	All locations closed
Thanksgiving Day	Thursday, November 23	All locations closed
Christmas Eve	Sunday, December 24	All locations closed
Christmas Day	Monday, December 25	All locations closed
Christmas Day (Observed)	Tuesday, December 26	All locations closed
New Year's Eve	Sunday, December 31	Normal closing time for all open locations (5:00 PM)

*unpaid KDL Holiday

BRANCH IN SERVICES

Tuesday, October 31

Patron Services Department
Closed from 5:00-8:00 PM

Tuesday, November 7

Election Day (Observed)

Ada + East Grand Rapids

Friday, November 10

Veteran's Day (Observed)

Alpine, Tyrone + Walker

Alto + Lowell

Byron + Grandville

Cascade + Caledonia

Comstock Park + Plainfield

Gaines + Kentwood

Kelloggsville + Wyoming

Rockford, Nelson + Spencer

Wednesday, November 29

Back up date to be held ONLY in the event of inclement weather or other unforeseeable circumstances (invitations will be sent out for awareness and posted on calendar@kdl.org)

OTHER CLOSINGS

- All locations will be closed on Sundays from Memorial Day weekend through Labor Day weekend May 29, 2023 through September 4, 2023.