



NOVEMBER 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, November 17, 2022, at 7:00PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: October 27, 2022
- C. Approval of 2023 Budget Review Minutes: October 27, 2022
- D. Lakeland Library Cooperative Report: October 13, 2022
- E. Request for late closure of the Grandville Branch at 9:00 PM on Saturday, December 3, 2022, to accommodate the Tinsels, Trees and Treasures event in the City of Grandville.

4. PUBLIC HEARING – 2023 Budget*

Roll Call Vote

5. FINANCE REPORTS – October 2022*

6. DIRECTOR'S REPORT – October 2022

7. NEW BUSINESS

- A. Executive Director's Evaluation: Request for December Closed Session*
- B. Wonderknook Brief Update
- C. 2023 Strategic Initiatives*
- D. Resolution: Health Insurance Funding* *Roll Call Vote*
- E. Resolution: Approval of 2023 Budget* *Roll Call Vote*

8. LIAISON REPRESENTATIVE COMMENTS

9. PUBLIC COMMENTS**

10. BOARD MEMBER COMMENTS

11. MEETING DATES

Next Regular Meeting: Thursday, December 15, 2022 – KDL Service + Meeting Center 4:30 PM
or via teleconference

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

DATE + TIME

Thursday, October 27, 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: Jaci Cooper, Jennifer DeVault, Sheri Glon (teleconference), Randy Goble, Kim Lindsay, Keiaine Mish, Brian Mortimore, Elvia Myers, Kurt Stevens, Lance Werner (teleconference) and Emily Whalen.

GUESTS PRESENT: Tracy Chrenka, Shanna Handelsman (teleconference) and Valerie Morris (teleconference)

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: September 22, 2022
- C. Lakeland Library Cooperative Report: September 8, 2022
- D. Request: Amy Van Andel Library to remain open on Friday, December 2, 2022, to accommodate Tinsel, Treats and Trolleys.

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS** – Director of Engagement Randy Goble stated that the capital campaign for the Krause Memorial Library Expansion is silently starting.

DRAFT

6. FINANCE REPORTS – September 2022*

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

- The cash and investment position stands at \$17.3M at the end of September as compared to \$19.3M last year.
- KDL revenues were \$26.7M or 96% of the amount budgeted through September. KDL has received the first installment of eRate and Renaissance Zone.
- KDL expenditures were at \$21.9M or 70% of the amount budgeted through September.
- The three largest checks written in September were made to OverDrive, Inc for \$235,180.50 for the digital collection deposit; to Midwest Tape for \$164,329.88 for collection materials; and to Priority Health for \$117,222.02 for employee benefits.

The Board asked questions and the staff responded.

Motion: Mr. Dykhuis moved to receive and file the September 2022 finance reports as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

7. DIRECTOR'S REPORT – September 2022

Executive Director Lance Werner is excited to report that KDL electronic circulation continues to surpass expectations and is still growing dramatically over last year's numbers. Last year was our high-water mark for electronic circulation, so beating our numbers is extremely impressive.

The Board asked questions of staff and staff responded.

8. NEW BUSINESS

A. Executive Director's Evaluation Process

B. 2023 KDL Board of Trustees Schedule Amendment*

Motion: Ms. Bruursema moved to approve the 2023 KDL Board of Trustees Schedule Amendment as presented.

Support: Supported by Ms. Weller.

C. 2021 – 2023 Strategic Plan Third Quarter Review

Director of Projects and Planning Jaci Copper presented the 2021-2023 Strategic Plan Third Quarter Review.

D. 2023 Strategic Initiatives

Director of Projects and Planning Jaci Cooper presented the 2023 Strategic Initiatives.

The Board asked questions of staff and staff responded.

9. LIAISON REPRESENTATIVE COMMENTS – None.

DRAFT

10. PUBLIC COMMENTS** –

- Ms. Morris inquired regarding the Executive Director Investigation and Chair Myers informed her that the Investigation is ongoing, and a report will be provided to the Board of Trustees upon completion. Ms. Morris also had a question regarding the 2023 Budget, and it was suggested that she email the Board of Trustees.
- Ms. Chenkra has applied for the vacant position of the Region 1 Board of Trustee vacancy starting in 2023, and she shared her background and interest.

11. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema shared meeting minutes from the 1944 Gaines Branch. She is excited to see the Caledonia Branch WonderKnook area. Ms. Bruursema attended the KDL Community Report for the City of Kentwood. She congratulated Director of Human Resources and Organizational Development Brian Mortimore on his anniversary at KDL.

Mr. Erlewein – Mr. Erlewein asked regarding information for the KPI report and Director of Projects & Planning Jaci Cooper stated that this information will not be an agenda item but high-level information for the Board to review. He stated that he is impressed with the Strategic Initiatives.

Mr. Dykhuis – Mr. Dykhuis visited the branches, and he is intrigued by the demographics throughout the day.

Ms. Gilreath-Watts – Ms. Gilreath-Watts was impressed with the KDL All Staff. She sent congratulations to the Human Resources Team on a fantastic job. She wanted to make everyone aware that October is Breast Cancer Awareness Month and reminded everyone to do self-examination. Ms. Gilreath-Watts attended the KDL Community Report in Cascade Township. She thanked KDL for allowing her to utilize the facilities for a family celebration.

Ms. Lintemuth – Ms. Lintemuth attended the KDL Community Report for Lowell Township, and the report was well received.

Mr. Myers – Chair Myers shared that the Alliance of Friends Volunteer Luncheon will be on November 4 and the KDL Pension Board will meet on Wednesday, November 16.

Mr. Noreen – Mr. Noreen will be in Germany for the November Board of Trustees meeting.

Ms. Weller – Ms. Weller did not have a comment.

12. MEETING DATES

DRAFT

*Regular Meeting: Thursday, November 17, 2022, – Kent District Library Service + Meeting Center
and via teleconference, 7:00 PM.*

13. ADJOURNMENT

Motion: Ms. Lintemuth moved for adjournment at 5:52 PM.

Support: Supported by Ms. Weller.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

DRAFT



BOARD OF TRUSTEES

Budget Work Session 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, October 27, 2022, at 6:30 PM for the Board of Trustees Regular Meeting.

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: Jaci Cooper, Jennifer DeVault, Randy Goble, Kim Lindsay, Kailene Mish, Brian Mortimore, Elvia Myers, Kurt Stevens (teleconference), Lance Werner (teleconference) and Emily Whalen.

GUESTS PRESENT: None.

1. CALL TO ORDER

Chair Myers called the meeting to order at 6:30 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

A. Approval of Agenda

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS** –

6. NEW BUSINESS

A. 2023 Budget

- The Interim Director of Finance Kim Lindsay thanked Finance Manager Emily Whelan for all the tremendous work that she did with Regional and Department Managers on the 2023 budget.

DRAFT

- The actual budget resolution that the KDL Board of Trustees will act on at the November 17, 2022, Board of Trustees meeting is on the first page of the 2023 Budget packet. The 2022 amended budget is also on that page so that year change can be seen for each budget line item.
 - Included in the 2023 Budget Resolution is a provision to commit \$388K for the potential opening of a Grattan Township location.
 - Provided on page 2 is an explanation of changes & assumptions included in the budget.
 - Page 3 contains detailed information about the revenue budget and the assumptions imbedded in those amounts. There is also a 5-year history of KDL property tax valuations, rates and revenue.
 - Pages 4 through 8, these pages provide the detailed budget for all departments that roll up to the budget resolution amounts. The first column contains the amounts for the 2023 budget.
 - Page 9, it provides information on projects approved by the Leadership Team during the budget process.
 - Pages 10 through 17 provide the departmental budget roll up.
 - Pages 18 through 33 provide detail for every branch and department.

The Board asked questions and KDL Leadership answered the questions.

7. LIAISON REPRESENTATIVE COMMENTS – None.

8. PUBLIC COMMENTS** – None.

9. MEETING DATES

Regular Meeting: Thursday, November 17, 2022, – Kent District Library Service + Meeting Center, 7:00 PM.

10. ADJOURNMENT

Motion: Ms. Gilreath- Watts moved for adjournment at 7:18 PM.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, October 13, 2022, at 9:30 a.m.
Kent District Library Service Center**

NOTE: The date for the next meeting as stated on the October Agenda is incorrect. The next meeting will be held November 10, 2022.

Present: Dale Parus, Karen McKinnon, John McNaughton, Diane Kooiker, Shirley Bruursema, Lance Werner, Maggie McKeithan, Ron Suszek, Joe Zappacosta
Staff Present: Carol Dawe, Sheryl VanderWagen

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:34 a.m. by Dale Parus. There were 21 additional participants.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by Ron Suszek, to approve the agenda as presented - *motion carried*.
- 3) **ELECTION OF OFFICERS/PASSING OF THE GAVEL:** Ballots were cast for 2022-2023 Board officers. The following Board members were elected: President, Lance Werner; Vice-President: Dale Parus; Secretary, Shirley Bruursema; Treasurer, Karen McKinnon
Lance Werner took over the President's chair.
- 4) **QUESTIONS FROM MEMBERS:** Carol Dawe reported that she had one question regarding the Director's salary which was answered.
- 5) **PUBLIC COMMENTS:** None
- 6) **APPROVAL OF MINUTES:** Dale Parus moved, supported by John McNaughton, to approve the board minutes from September 8, 2022, as presented – *motion carried*.
- 7) **FINANCIAL REPORT:**
 - a) September Financials and Check Register: Motion by John McNaughton, supported by Karen McKinnon to approve the September financial report and check register as presented – *motion carried*.
- 8) **PRESIDENT'S REPORT:** Lance reported that he is looking forward to serving as Lakeland's Board president.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol Dawe pointed out her written report. There were no additional questions. Carol reported that Innovative Interfaces moved our server to another server in the data center overnight and that LLC staff is continuing to work to resolve the slowness issues. She also reported that Mary Johnson from MADL and she did a Diversity, Equity, and Inclusion session with library staff members from the Allegan County libraries on Monday, October 10 for their all-staff day. The presentation was very well received, and she thanked Mary for working with her.
- 10) **COMMITTEE REPORTS**
 - a) Advisory Council Official Minutes – August 11, 2022, included in the packet for information
 - b) Personnel Committee Minutes – Official October 15, 2021, and draft September 19, 2022, included in the packet for information.
 - c) Finance Committee – Official July 23, 2022, and Draft October 6, 2022, minutes included in the packet for information.
- 11) **ONGOING BUSINESS**
 - a) Benton Harbor Update (see Board report) – Carol recommended that we do not proceed with bringing Benton Harbor into Lakeland. She has spoken with the library director and Andrea Estelle from Otsego Public Library. The Southwest Michigan Library Cooperative is currently undergoing their own strategic planning process and it is in the best interest of all concerned.
- 12) **NEW BUSINESS**

- a) Fund Depositories – Motion by John McNaughton, supported by Maggie McKeithan to approve the Designation of Fund Depositories Resolution for fiscal year 2022-2023 – *motion carried*
- b) Healthcare Resolution – Motion by Ron Suszek, supported by John McNaughton to approve the Resolution to Adopt 80%/20% Employer/Employee Health Care Cost Option as set forth in 2011, PA 152, The Publicly Funded Health Insurance Contribution Act for fiscal year 2022-2023 – *motion carried*
- c) Cooperative Director Evaluation (See Personnel and Finance Committee minutes) – Motion by Dale Parus, supported by John McNaughton to approve the recommendation from the Personnel and Finance Committees to approve the Cooperative Director's evaluation and the recommended compensation - *motion carried*

13) PUBLIC COMMENT:

Peggy Hemerling thanked Carol Dawe for the work she put in researching the Benton Harbor membership situation.

14) BOARD MEMBER COMMENT:

- a) Ron Suszek reported that MADL is partnering with Hope College and the NEA Big Read program.
- b) Maggie McKeithan reported that the Spring Lake District Library welcomed Heather Wood-Gramza from the Library of Michigan for their all-staff day on October 10. Heather did a brainstorming session with staff around their strategic plan.
- c) Shirley Bruursema thanked Dale Parus for his leadership as Board president these last two years. She also reported that KDL's all-staff day was a success. She provided the treats for today's meeting.
- d) Karen McKinnon reported that the Leighton Township Library Board voted to become fines free and that will take effect when Sheryl VanderWagen has it configured in Sierra.
- e) Dale Parus reported that the proposal for financing a new library in Ionia will be on the November 8 ballot.

15) NEXT MEETING: Thursday, **November 10, 2022**, 9:30 a.m. at Kent District Library Service Center.

16) ADJOURNMENT: Shirley Bruursema moved, supported by John McNaughton to adjourn at 9:54 a.m. – *motion carried*.

Respectfully submitted by,
Sheryl VanderWagen



Nov 7, 2022

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

Dear Board of Trustees:

On Saturday, December 3, 2022, the City of Grandville is hosting a Christmas at the Commons event in and around the Grandville Library. This event has become their main annual holiday celebration and is very well attended by the community. The evening will involve a lot of festivities, including a tree lighting, live music, arts and crafts vendors, trackless holiday trains, and even a synthetic ice rink.

This year, I would like to request the library stay open until 9:00 PM (usual closing time is 5:00 PM on Saturday) in order to partner with the city and provide services to all the patrons who are going to be enjoying this city event. Additionally, the fund development team will be hosting a Tinsel, Trees, and Treasures holiday tree fundraising event in the library that day, and staying open during the city event will allow this to reach the largest amount of participants.

This partnership will allow the City, the library, the library advisory board, the fund development team all to succeed in providing a wonderful experience for the residents of Grandville and partner in a meaningful way. We thank you for considering this and are excited for a wonderful night in Grandville.

Sincerely,

Josh Bernstein

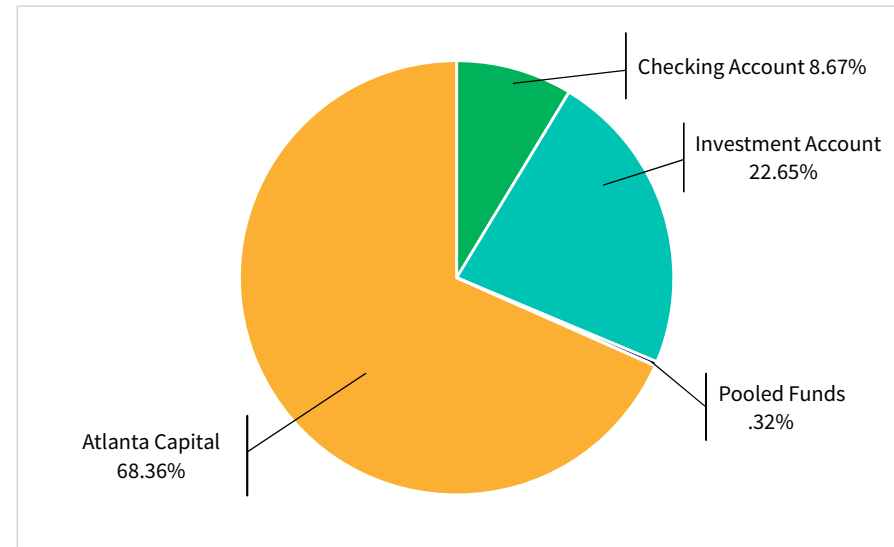
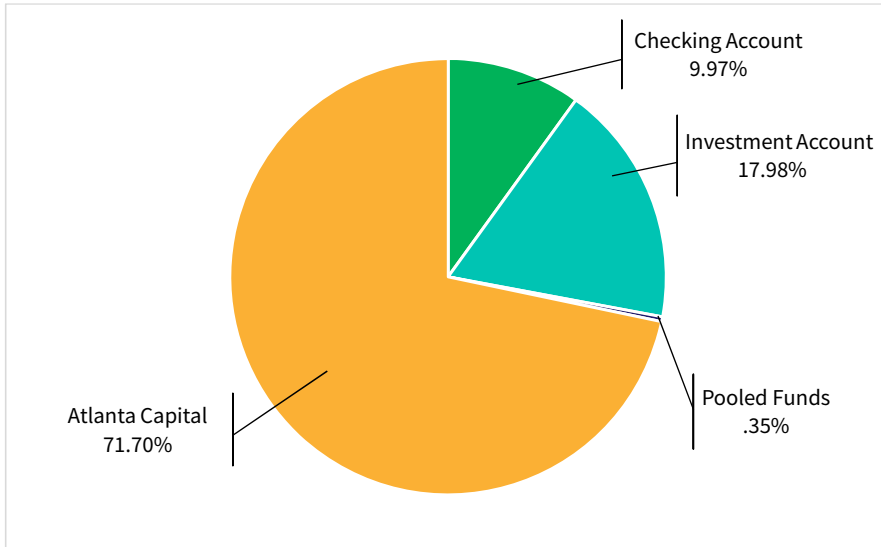
A handwritten signature in blue ink, appearing to read "Josh Bernstein", with a horizontal line extending from the end.

Regional Manager for Grandville and Byron

cc: Lance Werner, KDL Director



Monthly Cash Position Per Bank Month ended October 31



2022		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$1,589,379.83
Huntington Investment Account	1.004%	\$2,864,559.46
*Kent County Pooled Funds	1.603%	\$56,120.82
Atlanta Capital Investments		<u>\$11,427,298.00</u>
		<u><u>\$15,937,358.11</u></u>

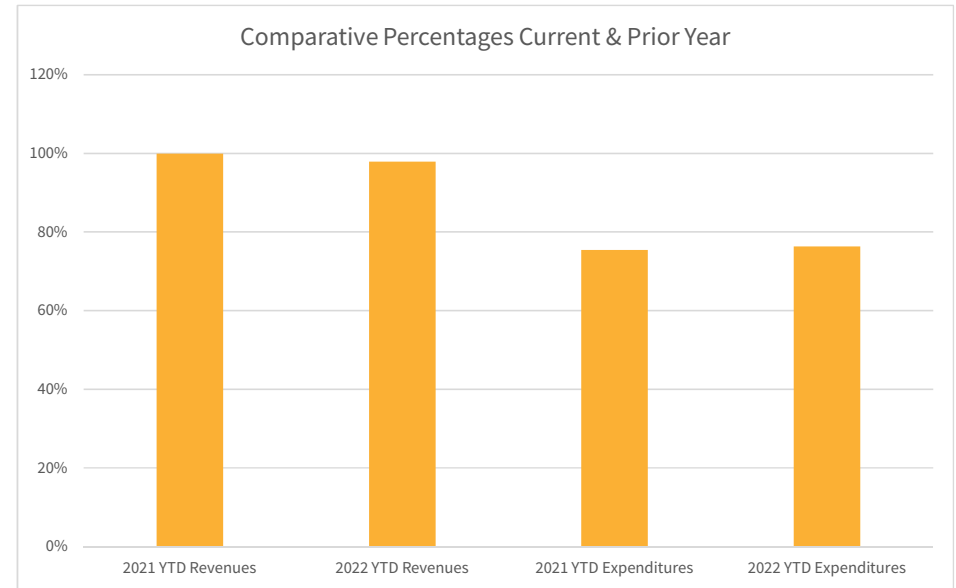
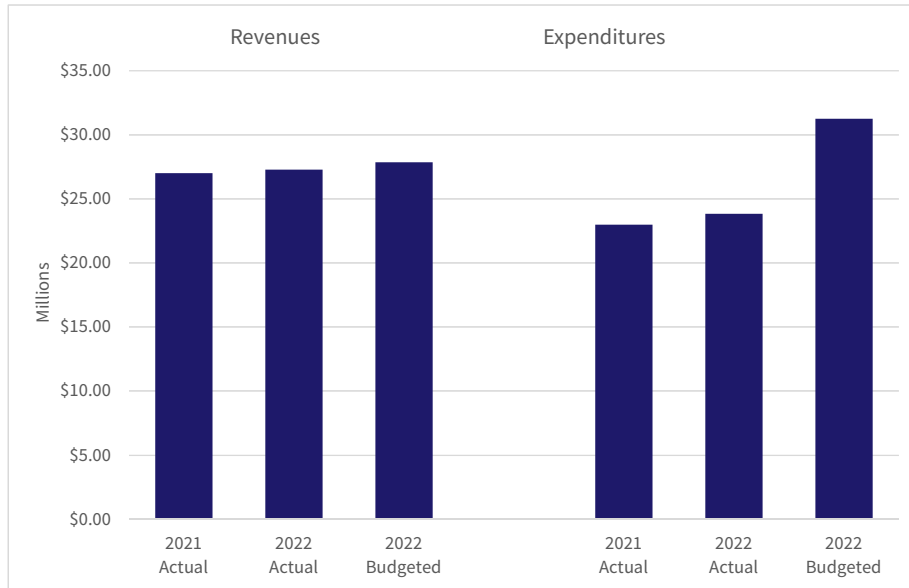
2021		
Account	Rate	Amount
Huntington Checking Account	0.000%	\$1,511,879.27
Huntington Investment Account	0.010%	\$3,952,709.03
*Kent County Pooled Funds	0.653%	\$55,827.32
Atlanta Capital Investments		<u>\$11,926,822.00</u>
		<u><u>\$17,447,237.62</u></u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended October 31



Budget to Actual with Prior Year Comparison		
Revenues		
2021 Actual	\$	27,013,121
2022 Actual	\$	27,292,235
2022 Budgeted	\$	27,862,051
Expenditures		
2021 Actual	\$	22,993,950
2022 Actual	\$	23,858,994
2022 Budgeted	\$	31,255,897

Comparative Percentages Current & Prior Year	
Account	Amount
2021 YTD Revenues	100.0%
2022 YTD Revenues	98.0%
2021 YTD Expenditures	75.5%
2022 YTD Expenditures	76.3%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2022 Through 10/31/2022
(In Whole Numbers)

	YTD Actual	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	25,012,716	25,043,883	(31,167)	(0)%
Penal Fines	631,033	550,000	81,033	15 %
Charges for Services	37,621	35,000	2,621	7 %
Interest Income	(455,841)	(340,000)	(115,841)	34 %
Public Donations	295,605	275,000	20,605	7 %
Other Revenue	698,929	1,374,095	(675,166)	(49)%
State Sources	1,072,173	924,073	148,100	16 %
Total Revenues	27,292,235	27,862,051	(569,816)	(2)%
Expenditures				
Salaries and Wages	10,938,681	13,219,957	2,281,276	17 %
Employee Benefits	2,802,940	3,644,067	841,128	23 %
Collections - Digital	2,209,724	2,399,083	189,359	8 %
Collections - Physical	1,849,678	2,383,793	534,115	22 %
Supplies	459,988	793,654	333,666	42 %
Contractual and Professional Services	1,383,622	2,049,005	665,383	32 %
Programming and Outreach	268,411	425,045	156,634	37 %
Maintenance and Utilities	2,237,049	2,993,439	756,390	25 %
Staff Development	217,982	304,746	86,764	28 %
Board Development	13,816	17,000	3,184	19 %
Other Expenditures	661,116	956,845	295,729	31 %
Capital Outlay	815,988	2,069,263	1,253,275	61 %
Total Expenditures	23,858,994	31,255,897	7,396,904	24 %
Excess Revenue Over (Under) Expenditures	3,433,242	(3,393,846)	6,827,088	(201)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2022 Through 10/31/2022
(In Whole Numbers)

	YTD Ending October 31, 2021	YTD Ending October 31, 2022	Total Variance
Revenues			
Property Taxes	24,187,494	25,012,716	825,221
Penal Fines	591,227	631,033	39,805
Charges for Services	38,952	37,621	(1,331)
Interest Income	17,488	(455,841)	(473,329)
Public Donations	219,307	295,605	76,299
Other Revenue	1,029,465	698,929	(330,537)
State Sources	929,188	1,072,173	142,985
Total Revenues	27,013,121	27,292,235	279,114
Expenditures			
Salaries and Wages	10,152,098	10,938,681	786,583
Employee Benefits	2,847,440	2,802,940	(44,500)
Collections - Digital	2,259,902	2,209,724	(50,178)
Collections - Physical	1,808,318	1,849,678	41,360
Supplies	464,042	459,988	(4,054)
Contractual and Professional Services	1,097,544	1,383,622	286,079
Programming and Outreach	106,941	268,411	161,469
Maintenance and Utilities	2,280,886	2,237,049	(43,837)
Staff Development	53,709	217,982	164,273
Board Development	0	13,816	13,816
Other Expenditures	599,437	661,116	61,679
Capital Outlay	1,323,634	815,988	(507,646)
Total Expenditures	22,993,950	23,858,994	865,044
Excess Revenue Over (Under) Expenditures	4,019,172	3,433,242	(585,930)

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2022 Through 10/31/2022
(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	345	24,761,108	24,785,883	(24,775)	(0)%
4412 Delinquent personal property taxes	266	13,067	10,000	3,067	31 %
4432 DNR - PILT	326	36,937	33,000	3,937	12 %
4437 Industrial facilities taxes	0	201,604	215,000	(13,396)	(6)%
Total Property Taxes	937	25,012,716	25,043,883	(31,167)	(0)%
Penal Fines					
4581 Penal fines	0	631,033	550,000	81,033	15 %
Total Penal Fines	0	631,033	550,000	81,033	15 %
Charges for Services					
4660 Other Patron Fees	34	1,191	35,000	(33,809)	(97)%
4685 Materials replacement charges	3,775	36,430	0	36,430	0 %
Total Charges for Services	3,809	37,621	35,000	2,621	7 %
Interest Income					
4664 Interest Earned on Restricted Investments	63	206	0	206	0 %
4665 Interest earned on deposits and investments	(32,767)	(459,203)	(340,000)	(119,203)	35 %
4666 Interest Earned - Property Taxes	86	3,156	0	3,156	0 %
Total Interest Income	(32,618)	(455,841)	(340,000)	(115,841)	34 %
Public Donations					
4673 Restricted donations	39,495	287,683	0	287,683	0 %
4674 Unrestricted donations	575	7,923	275,000	(267,077)	(97)%
Total Public Donations	40,070	295,605	275,000	20,605	7 %
Other Revenue					
4502 Universal Service Fund - eRate	0	407,000	1,132,595	(725,595)	(64)%
4667 Building rental	0	275	0	275	0 %
4668 Royalties	849	3,307	0	3,307	0 %
4686 Sale of Equipment	65	845	0	845	0 %
4688 Miscellaneous	125	1,880	4,500	(2,620)	(58)%
4695 Health Insurance Plan Experience Rebate	26,182	285,623	237,000	48,623	21 %
Total Other Revenue	27,221	698,929	1,374,095	(675,166)	(49)%
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	76,857	70,000	6,857	10 %
4549 Personal Property tax reimbursement	522,248	522,592	400,000	122,592	31 %
Total State Sources	522,248	1,072,173	924,073	148,100	16 %
Total Revenues	561,668	27,292,235	27,862,051	(569,816)	(2)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	240	2,550	3,900	1,350	35 %
5706 Extra duty stipends	900	3,400	0	(3,400)	0 %
5713 Salary & Wages	1,016,449	10,932,731	13,216,057	2,283,326	17 %
Total Salaries and Wages	1,017,589	10,938,681	13,219,957	2,281,276	17 %
Employee Benefits					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2022 Through 10/31/2022
(In Whole Numbers)

		Current Month	2022 YTD	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
5709	FICA	74,048	807,793	1,011,028	203,235	20 %
5716	Defined Benefit Pension Plan Expenditures	0	0	82,515	82,515	100 %
5717	Defined Contribution Pension Plan Contributions	35,201	451,549	735,358	283,809	39 %
5718	Employee Health Benefits	96,558	1,111,355	1,310,065	198,710	15 %
5720	HSA/Flex	976	369,276	366,201	(3,075)	(1)%
5724	Life Insurance	3,302	28,224	31,000	2,776	9 %
5730	Other Employee Benefits	799	35,474	107,900	72,426	67 %
5842	Unemployment Claims	0	(732)	0	732	0 %
	Total Employee Benefits	210,885	2,802,940	3,644,067	841,128	23 %
	Collections - Digital					
5785	Cloud Library/OverDrive	0	1,405,000	1,540,000	135,000	9 %
5786	Hoopla	0	482,500	500,000	17,500	4 %
5787	Digital Collection	143	132,943	136,145	3,202	2 %
5788	Miscellaneous Electronic Access	1,314	189,281	222,938	33,657	15 %
	Total Collections - Digital	1,457	2,209,724	2,399,083	189,359	8 %
	Collections - Physical					
5791	Subscriptions	177	86,751	80,040	(6,711)	(8)%
5815	KDL Cruisers	0	12,000	9,228	(2,772)	(30)%
5871	Branch Local Materials - Restricted Donation Expenditures	356	6,485	10,725	4,240	40 %
5982	Collection Materials - Depreciable	127,126	1,167,461	1,368,300	200,839	15 %
5983	CD/DVD Collection Materials - Non-Depreciable	30,292	287,689	408,500	120,811	30 %
5984	Beyond Books Collection - Non-Depreciable	145	289,291	507,000	217,709	43 %
	Total Collections - Physical	158,096	1,849,678	2,383,793	534,115	22 %
	Supplies					
5750	Collection Processing & AV Supplies	7,208	84,763	108,949	24,186	22 %
5751	Supplies	7,772	94,840	156,854	62,014	40 %
5760	Technology & Accessories <\$1000	533	15,478	137,971	122,493	89 %
5764	KDL Staff Event, Supplies & Awards	17,003	27,479	59,430	31,951	54 %
5768	Promotions Supplies	0	6,829	39,150	32,321	83 %
5770	Other Awards/Prizes	6,351	147,106	183,850	36,744	20 %
5790	Books (not for circulation)	(659)	15,323	30,650	15,327	50 %
5851	Mail/Postage	339	4,994	35,810	30,816	86 %
5900	Copier/Printer Overage Charges	7,194	63,177	40,990	(22,187)	(54)%
	Total Supplies	45,742	459,988	793,654	333,666	42 %
	Contractual and Professional Services					
5792	Software	8,855	377,248	737,896	360,648	49 %
5801	Professional & Other Contracted Services	63,468	582,165	745,180	163,015	22 %
5811	IT Contracted Services	1,560	1,560	0	(1,560)	0 %
5813	Delivery Services	10,915	112,392	162,167	49,775	31 %
5814	Security Services	960	47,969	60,445	12,476	21 %
5817	Lakeland Library Co-op services	1,606	6,187	6,107	(80)	(1)%
5825	KDL Staff Event Services	0	2,160	850	(1,310)	(154)%
5827	Catering	3,031	24,876	43,675	18,799	43 %
5836	Employee & Partner Care (Flowers, Etc)	299	699	4,300	3,601	84 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2022 Through 10/31/2022
(In Whole Numbers)

	Current Month	2022 YTD	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
5890 ILS Fees	0	102,102	147,300	45,198	31 %
5891 Licenses and Fees	13,887	126,266	141,085	14,819	11 %
Total Contractual and Professional Services	104,582	1,383,622	2,049,005	665,383	32 %
Programming and Outreach					
5795 Programming & Outreach Supplies	5,608	48,848	157,275	108,427	69 %
5865 Programming Services	20,300	37,020	47,740	10,720	22 %
5885 Speakers/Performers	7,852	182,543	220,030	37,487	17 %
Total Programming and Outreach	33,760	268,411	425,045	156,634	37 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	58,670	585,559	836,750	251,191	30 %
5822 Maintenance Contracts	0	9,151	23,250	14,099	61 %
5848 Mobile Hotspots	9,012	126,018	196,086	70,068	36 %
5849 Cell Phones/ Stipends	1,400	19,905	28,275	8,370	30 %
5850 Telephones	0	34,391	37,180	2,789	8 %
5852 Internet/Telecomm Services	56,440	563,935	750,000	186,065	25 %
5919 Waste Disposal	481	4,599	6,610	2,011	30 %
5920 Utilities	5,284	47,478	75,500	28,022	37 %
5925 Lawncare & Snowplowing	587	16,175	28,500	12,325	43 %
5928 Branch Maintenance Fees	123,547	494,188	482,068	(12,120)	(3)%
5930 Repairs & Maintenance	1,111	22,191	113,470	91,279	80 %
5933 Software & IT Hardware Maintenance Agreements	0	97,369	189,750	92,381	49 %
5940 Rentals & Leases	5,011	216,091	226,000	9,909	4 %
Total Maintenance and Utilities	261,543	2,237,049	2,993,439	756,390	25 %
Staff Development					
5910 Staff Development & Conferences	8,518	217,982	304,746	86,764	28 %
Total Staff Development	8,518	217,982	304,746	86,764	28 %
Board Development					
5908 Board Development	0	13,816	17,000	3,184	19 %
Total Board Development	0	13,816	17,000	3,184	19 %
Other Expenditures					
5759 Gas, Oil, Grease	372	3,763	8,720	4,957	57 %
5860 Parking	78	585	4,085	3,500	86 %
5861 Mileage Reimbursement	3,115	28,685	65,734	37,049	56 %
5870 Branch Local Misc - Restricted Donation Expenditures	28,487	97,653	219,705	122,052	56 %
5873 Website	0	161,889	156,400	(5,489)	(4)%
5875 Advertising	3,301	93,087	109,725	16,638	15 %
5901 Outsourced Printing & Publishing	362	42,295	61,500	19,205	31 %
5906 Promotions/Marketing	6,453	25,271	19,355	(5,916)	(31)%
5907 Sponsorships/Donations	10,000	19,300	17,495	(1,805)	(10)%
5935 Insurance	0	105,730	97,911	(7,819)	(8)%
5939 Workers Compensation Insurance	0	35,369	41,000	5,631	14 %
5955 Miscellaneous	4,483	29,772	90,815	61,043	67 %
5959 Sales Taxes	(1)	4	1,000	996	100 %
5964 Property Tax Reimbursement	0	13,994	60,000	46,006	77 %
5965 MEL Return Items	127	3,721	3,400	(321)	(9)%
Total Other Expenditures	56,777	661,116	956,845	295,729	31 %
Capital Outlay					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 10/1/2022 Through 10/31/2022
(In Whole Numbers)

		Current Month	2022 YTD	2022 Amended Budget	2022 Amended Budget to Actual Variance	Percent Remaining
5973	Land Improvements - Non-Depreciable	0	1,110	0	(1,110)	0 %
5974	Land Improvements - Depreciable	0	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)	26,740	252,492	756,400	503,908	67 %
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	11,374	201,302	400,482	199,180	50 %
5980	Equipment/Furniture - Depreciable (\$5000+)	0	57,110	554,880	497,770	90 %
	Total Capital Outlay	<u>38,114</u>	<u>815,988</u>	<u>2,069,263</u>	<u>1,253,275</u>	<u>61 %</u>
	Total Expenditures	<u>1,937,063</u>	<u>23,858,994</u>	<u>31,255,897</u>	<u>7,396,904</u>	<u>24 %</u>
	Excess Revenue Over (Under) Expenditures	<u>(1,375,395)</u>	<u>3,433,242</u>	<u>(3,393,846)</u>	<u>6,827,088</u>	<u>(201)%</u>

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 10/1/2022 Through 10/31/2022

Check Number	Vendor Name	Check Amount	Check Date
AP-222610000409	Priority Health	115,568.62	10/4/2022
85328	IP Consulting, Inc.	58,669.91	10/19/2022
85315	Everstream Holding LLC- Michigan	54,365.53	10/19/2022
85311	David Wiegand / Sculptureworks LLC	24,000.00	10/19/2022
85256	Frederik Meijer Gardens & Sculpture Park	18,024.44	10/4/2022
85243	City Of Wyoming - Treasurer's Office	17,949.31	10/4/2022
85240	City Of Kentwood Treasurer	17,922.19	10/4/2022
85318	Frederik Meijer Gardens & Sculpture Park	15,969.38	10/19/2022
85359	Rehmann LLC / Rehmann Technology Solutions, LLC	13,000.00	10/19/2022
85349	Midwest Tape LLC	12,722.22	10/19/2022
AP-222580001192	Priority Health	12,585.77	10/3/2022
85320	Gantry Business Solutions LLC	11,825.00	10/19/2022
85238	City Of East Grand Rapids	11,790.63	10/4/2022
85279	Plainfield Charter Township	10,994.81	10/4/2022
85239	City Of Grandville	10,171.00	10/4/2022
85305	Cascade Community Foundation	10,000.00	10/19/2022
85236	Cascade Charter Township	9,586.94	10/4/2022
85224	Ada Township	9,030.44	10/4/2022
AP-9915442092	Verizon Wireless - MiFi Routers & Cell phones	8,929.36	10/4/2022
85244	Comerica Bank	8,110.03	10/4/2022
85309	Comerica Bank	7,822.97	10/19/2022
85300	Baker & Taylor	7,445.09	10/19/2022
85345	Michigan Office Solutions (MOS)	7,301.49	10/19/2022
85233	Caledonia Township	6,765.50	10/4/2022
85263	IP Consulting, Inc.	6,240.00	10/4/2022
85361	Same Day Delivery, Inc	6,110.00	10/19/2022
85365	Thomas Klise/Crimson Multimedia	5,970.00	10/19/2022
85360	RNL Graphics Solutions, LLC	5,912.57	10/19/2022
85232	Byron Township	5,516.88	10/4/2022
85287	Thomas Klise/Crimson Multimedia	4,610.00	10/4/2022
85351	Lifeworks (US) LTD.	4,249.35	10/19/2022
85250	DK Security	4,165.00	10/4/2022
AP-03882524	Paycor, Inc.	4,124.19	10/13/2022
85257	Gaines Charter Township	4,051.25	10/4/2022
85307	City Of Rockford	4,000.00	10/19/2022
AP-206880493646	Consumers Energy	3,802.12	10/3/2022
85242	City Of Rockford	3,742.81	10/4/2022
85371	Xerox Financial Services LLC	3,719.86	10/19/2022
85276	Nelson Township	3,450.13	10/4/2022
85241	City Of Lowell	3,386.69	10/4/2022
85294	Walker City Treasurer	3,325.00	10/4/2022
AP-October 2022	PLIC - SBD Grand Island	3,302.03	10/3/2022
85301	Blackstone Audio Inc	3,280.34	10/19/2022
85274	Midwest Tape LLC	3,159.64	10/4/2022
85329	J.Appleseed/Creative Library Sales	2,583.45	10/19/2022
85341	Lindenmeyr Munroe	2,542.18	10/19/2022
85231	Bowne Township	2,394.00	10/4/2022
85317	Foster, Swift, Collins & Smith, P.C.	2,362.50	10/19/2022
85280	Presidio Networked Solutions Group, LLC	2,332.00	10/4/2022
85304	Capstone Press, Inc	2,260.71	10/19/2022
85337	Kushner & Company Inc	2,126.21	10/19/2022
85366	UAW Local 2600	2,109.85	10/19/2022

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 10/1/2022 Through 10/31/2022

Check Number	Vendor Name	Check Amount	Check Date
85319	Cengage Learning	2,067.40	10/19/2022
AP-572579	123.Net, Inc	1,724.00	10/12/2022
85316	Findaway World, Llc	1,714.97	10/19/2022
85297	Adtegrity / Media Place Partners	1,655.25	10/19/2022
85339	Pre-Paid Legal Services, Inc.	1,638.00	10/19/2022
85303	The Lillie Labor Law Firm P.C.	1,625.00	10/19/2022
AP-10042022	American Heritage Life Insurance Company / Allstate Benefits	1,602.45	10/6/2022
85286	Staples Business Advantage	1,495.94	10/4/2022
85289	Troost Service Company	1,436.34	10/4/2022
AP-206702630663	Consumers Energy	1,433.92	10/6/2022
85226	Alpine Township	1,315.56	10/4/2022
85352	Nationwide	1,308.09	10/19/2022
85291	Tyrone Township	1,278.81	10/4/2022
85323	Grand Rapids Building Services	1,262.00	10/19/2022
85270	Lindenmeyr Munroe	1,086.10	10/4/2022
85368	Unique	914.89	10/19/2022
85284	Spencer Township	875.00	10/4/2022
85355	Pam Spring Advertising, Llc	855.00	10/19/2022
85363	Staples Business Advantage	787.29	10/19/2022
AP-0004420841	Delta Dental Of Michigan	701.19	10/11/2022
AP-03900814	Paycor, Inc.	682.25	10/27/2022
85230	Blackstone Audio Inc	672.97	10/4/2022
85353	Out of Print	600.00	10/19/2022
85271	Lisa McNeilley / Writer's Alley, LLC	600.00	10/4/2022
85342	Lisa McNeilley / Writer's Alley, LLC	600.00	10/19/2022
85225	All Season Lawn Care	586.75	10/4/2022
85336	Ken Gelder Services LLC	525.07	10/19/2022
AP-2516625	Arrowaste	481.23	10/18/2022
85261	Hispanic Center of Western Michigan	480.00	10/4/2022
85364	The Library Store, Inc.	472.23	10/19/2022
85229	Baker & Taylor	457.52	10/4/2022
85252	ClearStar, Inc.	420.00	10/4/2022
85344	Max Lockwood	400.00	10/19/2022
85350	Modern Makers Home and Bath Provisions	400.00	10/19/2022
85296	Absopure Water Company	332.00	10/19/2022
85255	Foster, Swift, Collins & Smith, P.C.	315.00	10/4/2022
85312	Deaf & Hard of Hearing Services	312.52	10/19/2022
85308	Clare O'Tsui	310.50	10/19/2022
85306	Center Point Publishing	309.81	10/19/2022
85330	Jeffery Mansberger	300.00	10/19/2022
85332	Jerry Berg / Swordsmanship Museum and Academy	300.00	10/19/2022
85281	Rachel Groters	265.50	10/4/2022
85322	Grainger	264.00	10/19/2022
85313	Educational Development Corporation	254.79	10/19/2022
85293	USI Educational and Government Sales	253.58	10/4/2022
85268	Joan Coates	250.00	10/4/2022
85260	Hennie Vaandrager	249.13	10/4/2022
85249	Dianna Stampfler / Promote Michigan	225.00	10/4/2022
AP-2911282-0922	Comcast Cable	223.90	10/11/2022
85356	Performance Assessment Network	210.00	10/19/2022
85265	Jairimi Driesenga	200.00	10/4/2022

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 10/1/2022 Through 10/31/2022

Check Number	Vendor Name	Check Amount	Check Date
85367	Uline Shipping Supply Specialists	186.60	10/19/2022
85314	ClearStar, Inc.	184.80	10/19/2022
85295	Warner Norcross & Judd Llp	178.50	10/4/2022
85247	Deaf & Hard of Hearing Services	177.63	10/4/2022
85272	Michigan State University	175.00	10/4/2022
AP-015539	Medtipster.com, LLC.	161.81	10/19/2022
85326	Graphics Embossed Images	160.00	10/19/2022
85354	Overdrive, Inc	156.50	10/19/2022
85290	Tsai Fong Books, Inc.	152.13	10/4/2022
85357	Rebecca Rodriguez	150.00	10/19/2022
85266	Janyre Tromp	150.00	10/4/2022
85267	Jessica Kramer	150.00	10/4/2022
85340	Library Ideas, Llc	143.10	10/19/2022
85335	Kalamazoo Sanitary Supply / KSS Enterprises	135.23	10/19/2022
AP-0021585-1022	Comcast Cable	126.90	10/25/2022
85253	Everlasting Green Plantscape LLC	120.00	10/4/2022
85227	Andrew Erlewein	115.63	10/4/2022
85234	Calvin University - Hekman Library	100.00	10/4/2022
85269	Laura Witvoet	100.00	10/4/2022
85333	Joan Coates	100.00	10/19/2022
85370	Vital Records Holdings, LLC / VRC Companies, LLC	95.00	10/19/2022
AP-2540184	TASC	94.19	10/26/2022
85283	Shirley Bruursema	90.00	10/4/2022
85275	MLA- Michigan Library Association	85.00	10/4/2022
AP-9914806787	Verizon Wireless - MiFi Routers & Cell phones	82.96	10/5/2022
85288	Thomas Noreen	82.50	10/4/2022
AP-OctQgivFee22	Qgiv Inc.	79.73	10/3/2022
85331	Jennifer DeVault	78.96	10/19/2022
85245	Cornerstone University	75.00	10/4/2022
85277	Nicole Lintemuth	58.75	10/4/2022
85282	Sheri Gilreath-Watts	55.00	10/4/2022
85310	Cornerstone University	55.00	10/19/2022
AP-SepQgivFee22	Qgiv Inc.	50.53	10/1/2022
85334	Julie Gillich	50.41	10/19/2022
85258	Grand Rapids Public Library	49.95	10/4/2022
AP-2036757-0922	Dte Energy	47.83	10/3/2022
85302	Brian Mortimore	46.00	10/19/2022
AP-PW09-22-22	Sarah Ann Weller	45.00	10/7/2022
85262	Holly Goulet	41.80	10/4/2022
85343	Mason Sitzler	40.00	10/19/2022
AP-CM09-22-22	Charles R. Myers	39.38	10/7/2022
85251	Dowling Public Library	37.99	10/4/2022
AP-95931	Sarah Ann Weller	37.42	10/7/2022
AP-vzjh	Sarah Ann Weller	36.00	10/7/2022
AP-666788	Sarah Ann Weller	36.00	10/7/2022
85278	Peter Dykhuis	35.00	10/4/2022
85248	Diane Damuth	35.00	10/4/2022
85228	Audiocraft Publishing Inc	34.10	10/4/2022
85325	Graphic Arts Service & Supply	33.50	10/19/2022
85259	Heart Of West Michigan United Way	33.00	10/4/2022
85327	Heart Of West Michigan United Way	33.00	10/19/2022
85321	Glasmiri Jaglowski	30.00	10/19/2022

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 10/1/2022 Through 10/31/2022

Check Number	Vendor Name	Check Amount	Check Date
85369	Vermontville Township Library	27.95	10/19/2022
85235	Capital Area District Libraries	27.80	10/4/2022
85246	Daniel Courmoyer	26.24	10/4/2022
85264	isolved Benefit Services	25.74	10/4/2022
85358	Reed City Area District Library	20.00	10/19/2022
85254	Findaway World, Llc	19.99	10/4/2022
85237	Chippewa River District Library	17.99	10/4/2022
85292	UPS	15.18	10/4/2022
85324	Grand Rapids Public Library	14.00	10/19/2022
85338	Lake Michigan Credit Union	5.00	10/19/2022
85362	Saranac Clarksville District Library	3.99	10/19/2022
Report Total		628,962.05	

Kent District Library
Check/Voucher Register - Voided Checks
From 10/1/2022 Through 10/31/2022

Check Number	Vendor Name	Check Amount	Check Date
84155	Jairimi Driesenga	(200.00)	10/4/2022
Report Total		(200.00)	

Director's Report

ALPINE, TRYONE + WALKER

At the Alpine Township Branch, the annual Staff Pumpkin contest is a favorite holiday tradition. Staff decorate pumpkins around the theme of a book or movie and patrons vote for their favorite. This year, Branch Librarian Hannah Moeggenborg won the popular vote with her skeleton pumpkin.



At the Tyrone Township Branch, the village of Kent City worked together to put on a Halloween Celebration and Trunk or Treat. Branch Librarian Katie Mitchell and Regional Manager I Liz Knapp handed out take-and-make crafts and books to hundreds of happy kids. On top of the Trunk or Treat, the event featured the Kent City Fire Department and Downtown Development Authority handing out donuts, cupcakes, cider and hot chocolate, and a haunted van for kids to explore. Both the Alpine and Tyrone Township Branches are looking forward to holding Gingerbread Lane in person this year!

At the Walker Branch, the big fall event was Walker's Pumpkin Bash on October 1st. The City of Walker provided free pumpkins and Branch Librarians Chellea Justema and Brittany Zuehlke along with Regional Manager I Liz Knapp helped hundreds of kids decorate their pumpkins with stickers, markers and pipe cleaners. Families could also pet animals from Critter Barn and attend a magic show. The Walker Branch team is looking forward to the next big partnership with the City of Walker this winter. Walker Winterfest will take place on Thursday, December 1, from 5:30 to 7:00 pm at Walker Ice and Fitness Center. The event will feature pictures with Santa, hot cocoa and cookies, live reindeer, holiday crafts with the library, a live ice carving show by the Ice Guru, and free ice skating for the first 300 guests!

ALTO + ENGLEHARDT

For the Alto Branch, the big autumn event is “Park into Dark” at Boulder Ridge Wild Animal Park, an end-of-year/ Halloween event. The branch has been going there for several years, providing a “wearable” Halloween craft and a sample of KDL Lab toys. This year the toy selection was a repeat of the Magna Tiles, and brand-new options- Clixos, and Snap Dinosaurs. As always, the staff received a lot of love for many of KDL’s branches. Along with promoting the lab space at KDL, it is also an excellent opportunity to tell people about 1000 Books Before Kindergarten, considering this is primarily a family event. The Alto Friends of the Library were a very important part of this outreach. With the number of people who come, it wouldn’t have been possible to do without them.

The BIG fall excitement at the Englehardt Branch was a new event! The “Glow in the Dark Party”! This was presented twice: once by Branch Librarian Will McAfee for Toddler Time (evening) and again by Branch Librarian Abby Hale for Family Storytime (morning). The parties were a huge success each time. A young patron at the evening event was overheard by staff exclaiming that it “was the best day of my whole life!” At the morning event, there were over 50 patrons enjoying the light show and dancing enthusiastically to the music. The excitement filled the entire building. The youth staff may have been exhausted, but the patrons loved it.

For the holiday season, staff are looking forward to in-person (!) Gingerbread Lane programs at both branches. Everyone is excited to share this event again together, instead of having the ‘take and make’ version done in recent years. Both branches will also be cooperating to create a float for the Christmas Parade in Lowell, on the evening of December 3rd. This year’s theme- Toyland.



BYRON + GRANDVILLE

At the Byron Branch, everyone is excited about the annual gingerbread house contest. Each year members of the community are encouraged to create their own unique gingerbread house and bring it into the library. These houses are then displayed in the library and the public vote on them. The program always gets patrons and staff excited because it is fun for everyone involved, and it makes the library smell amazing!

The City of Grandville always has lots of fun events during the holiday season that are perfect for the library to partner and participate in. This year the city will be holding the Christmas at the Commons event on December 3 and the library is excited to be part of it. The Grandville Branch will be staying open late that Saturday so patrons can visit during the event, as well as for the Tinsel, Trees and Treasure program + silent auction. It will be a busy day for the branch, but with all the patrons and excitement about the upcoming holiday season it will be a fun day for all.



CALEDONIA + CASCADE

The Pumpkin Contests at both the Cascade and Caledonia Branches brought joy to patrons and staff alike! Staff were excited to overhear families at the Caledonia Branch say, 'Wait! We can't go to the treehouse yet, we've got to see the pumpkins!' The Cascade Branch turned the pumpkins into a scavenger hunt for children with a pumpkin called Walter the Cat as their favorite.

The Glow Party brought in 175 kids at Cascade and 200 at Caledonia. Branch Librarians Alyson Cryderman and Audrey Barker found a great way to use ten volunteers to help create the party atmosphere at Caledonia, while Branch Librarians Gwen Genzink and Ashley Geglio partied at Cascade.

The Reindeer night at Caledonia on the 5th of December at 6:30pm is sure to bring a great crowd. Last year cookies were handed out and there were easy crafts for little ones with music and a perfect touch of snow! The Reindeer night at Cascade on the 6th of December at 6:30pm is coupled with a kids and teens craft fair based on patron request! Staff are excited to have the firefighters participating as Santa with possible live music.



COMSTOCK PARK + PLAINFIELD

The Plainfield Branch just completed one of the staff's favorite holiday traditions; a craft pumpkin decorating contest. Branch Librarian Lynn Goldberg has won the most votes from patrons for several years, but this year the title went to Branch Librarian, Laura DeJong. The favorite holiday tradition for Plainfield library patrons is the annual reindeer visit. The branch goes all out, inviting the Northview Jazz band and providing a fun family craft.



At the Comstock Park Branch there are many partnerships with the Comstock Park Schools around the holidays. The branch has adopted a tree for staff to decorate which will be auctioned to benefit Comstock schools at a silent auction. This will be part of a Holiday Party on November 17 which will also include music by the high school choir and jazz band.

Staff from each of the two branches will be adopting a family in need this holiday season. Plainfield will adopt a family from the Northview School District, and Comstock Park will adopt a family from the Comstock Park School District.

OUTREACH

OCTOBER 2022



KDL LITTLE FREE LIBRARY

FIVE different projects throughout the county continue to benefit from weeded materials. Outreach has established new and meaningful relationships with Little Free Library owners such as The Griffins, the Interpretation Center near the Lowell Library and private owners.

EXCELLENCE IN OUTREACH

Bookmobile Operator Joyanne Huston-Swanson received the Excellence on Programing and Outreach Award during the KDL ALL STAFF Meeting. The team was excited to accept the award on her behalf. Congratulations, Joyanne!!



GRAND RAPIDS ART MUSEUM

Kent Intermediate School District's successful partnership with the Bookmobile and the Grand Rapids Art Museum is offered to teachers and professionals for professional development conferences. Also offered are workshops centering on how libraries can use virtual outreach to advance goals and reach families with children.

PUPPETS IN THE LIBRARY

Throughout the COVID-19 pandemic, the team was able to have a presence in some group homes and child care centers through virtual visits using puppets. KDL had the opportunity to show how we utilize these resources and meet other puppeteers who are doing the same.



OUTREACH SPECIALIST

Career Online High School has 2 students nearing graduation. There are 17 students currently enrolled in the program. Early Childhood Essential classes will be resuming in January. There will be 7 online classes available to help area childcare businesses keep up their credentials to stay open. These childcare providers focus on childhood development, infants and toddlers. This offering is due to the partnership between KDL and Great Start to Quality.

MEN OF COLOR READ

In the month of September KDL recognized Men of Color Read as one of the Literacy Champion Organizations in the Community. During the month of October, the award was delivered Executive Director Jon Covington.



OKIS FAMILY TRICK O TREAT

During a Friends of the Library meeting, we met Bonnie Lindell from the WAL branch, who invited us to IKUS Life Enrichment Center, a wonderful community of people serving people with special abilities and disabilities. It was a powerful experience! We learned about multiple ways to support their work and also how about the kind of resources they are most interested in. We cannot wait to visit again!

PROGRAMMING

OCTOBER 2022

Programming numbers continue to rise. Compared to October 2021, KDL offered 32% more programs and had a 58% increase in attendance.

Kent District Library grows partnerships with the World Affairs Council of West Michigan. In October, a three-part series entitled “Community by Design” concluded. This series took place at the Amy Van Andel Library. The focus of this series was to learn and discuss how to thoughtfully plan and implement civic design so that cities are more equitable, just, sustainable and ultimately, good places to call home. This series examines the question of civic design, looking at models globally to challenge our ideas of what works locally. Programming is currently working with World Affairs Council to develop a new and relevant series for 2023.



Kent District Library launches Reference Desk Mini Concerts to promote local artists in the Vibes collection. Starting in September and going through November, there is a different Vibes artist featured at a different branch every two weeks on Thursday nights. Artists play a 20-minute acoustic show on or near the reference desk. The mini-concert has a live audience and is also streamed virtually. The response has been very positive from staff and patrons alike. The plan is to continue this series into the Winter and Spring.



Kent District Library concludes the mental wellness series in partnership with Spectrum Health. Overall, these series have been successful with positive feedback and appreciation from patrons. The most successful six-week series was the “Caregiver Support” series at the Kentwood Branch. This series stemmed from the KDL Strategic Plan Survey in 2021 which identified mental health as one of the greatest challenges in the community. The plan is to continue to offer these in future seasons.

WINNERS FOR OCTOBER 2022

SARAH JOHNSTON

PATRON SERVICES

NOMINATED BY KATI DOERING

COURAGEOUS

BECAUSE ... "Sarah is always willing to tackle any problem, no matter how big or small it may be! I admire her tenacity and determination."

JESSICA DAVIS

CASCADE TOWNSHIP

NOMINATED BY ADRIANNA TRICHE

HELPFUL

BECAUSE... "Yesterday we had numerous call-ins and situations where things went wrong. We had a patron who did not want to leave after close and the staff were absolutely amazing. We all stayed after, longer than normal, to make sure the patron got what she needed. But the way, everyone chipped in to get things closed and to defuse situations were amazing. Thank you for being such a great closing team and dealing with having just me as your BL!"

MICHELE JUSTEMA

WALKER BRANCH

NOMINATED BY LIZ KNAPP

COURAGEOUS

BECAUSE... "Due to unexpected short staffing, Chellea volunteered to cover the book club at a very short notice, even though she has not done it before. She even picked up the audiobook so she could listen to it a bit beforehand and stated she enjoyed listening to it. Thanks, Chellea!"

AND NOMINATED BY CRAIG BUNO

AUTHENTIC

BECAUSE... "Mrs. Chellea decorated the programming room this week in anticipation of Halloween story times. True to her personality, she did an amazing job to create a fun and welcoming environment for all program visitors from babies to toddlers."

AND NOMINATED BY LIZ KNAPP

POSITIVE

BECAUSE ... "Our Branch Librarian Generalist position at Walker is currently open. Brittany, Michelle and Julie have all stepped up to help fill in the gaps while we are in the process of hiring for the position. Most recently, Brittany, Julie and Chellea all pitched in to change the adult displays for September. Thank you all!"



Upcoming Meetings + Dates of Interest

Upcoming Meetings

**Regular Board Meeting +
Executive Director's Evaluation**
Thursday, December 15, 2022
4:30 PM
KDL Service + Meeting Center

Regular Board Meeting
Thursday, January 19, 2023
4:30 PM
KDL Service + Meeting Center

Regular Board Meeting
Thursday, February 16, 2023
4:30 PM
KDL Service + Meeting Center

Dates of Interest

KDL Pension Meeting
November 16, 2022
1:00 PM
KDL Service + Meeting Center

KDL Pension Meeting
February 15, 2023
1:00 PM
KDL Service + Meeting Center





2022 Holiday Gift Basket Schedule

Monday, December 12



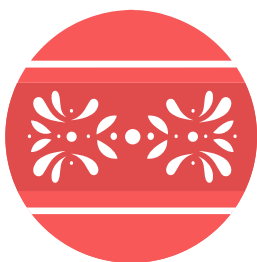
9:30 AM	Spencer Branch
10:30 AM	Nelson Branch
11:30 AM	Tyrone Branch
1:30 PM	Krause Memorial Branch
2:30 PM	Alpine Branch
3:30 PM	Walker Branch
4:30 PM	Comstock Park Branch

Tuesday, December 13



9:00 AM	Service Center
9:45 AM	Plainfield Branch
10:30 AM	East Grand Rapids Branch
11:15 AM	Cascade Branch
1:00 PM	Amy Van Andel Library
1:45 PM	Kentwood Branch
2:30 PM	Grandville Branch
3:15 PM	Wyoming Branch
4:00 PM	Kelloggsville Branch

Wednesday, December 14



11:00 AM	Byron Branch
11:45 AM	Gaines Branch
12:30 PM	Caledonia Branch
1:15 PM	Alto Branch
2:00 PM	Englehardt Branch



MONTHLY PROJECT REPORT

OCTOBER 2022

- 1** New projects approved
- 13** Projects in approval queue
- 8** Declined



	On Time	7
	Late (At Risk)	6
	Completed since 01/22	13

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

Library Ambassador Program Pilot

- Project Lead:** Deb Schultz
Status: On track
- Approval Date:** 10.26.22
Due Date: 02.28.23

As KDL approaches a new millage season, it remains in the library's best interest to continue to engage the support of the community in ways that also re-enforce the value of the library. Currently, there is no clear or consistent way for library advocates and "power users" to get involved in supporting the library other than by donating funds or volunteering sporadically as opportunities arise. Under the direction of the Volunteer Coordinator, this project will enhance KDL's existing volunteer program by researching, planning and establishing a "Library Ambassador Program," with the ultimate goal of converting library lovers into strong library advocates (aka "ambassadors"). As part of general project deliverables, team members will document important staff talking points for garnering patron interest and recruiting volunteers, research and add relevant volunteer opportunities within KDL to Volunteer Hub, and establish more consistent processes for supporting KDL-affiliated Little Free Libraries.

NEW!

Annual Pet Calendar

- Project Lead:** Randy Goble (NEW!)
Status: At Risk - Timeline
- Approval Date:** 08.03.22
Due Date: *new due date of 12.31.22*

The library's first-ever KDL Pet Calendar is now available at branches and on the (new!) KDL Online Store (<https://shopkdl.org/>). With some of Kent County's most adorable pets featured for each monthly spread, the calendar is provided as a "thank you" for donations of \$20 or more and will be available through December 31. Though most associated deliverables of this project are technically complete, the initial deadline of October 31 has been extended in order to further track and gather success metrics and to accommodate the project close-out process.

Books for Newborns



Project Lead: Sara Proaño
Status: At Risk - Timeline

Approval Date: 04.27.22
Due Date: 10.31.22

Assessments from all participating health organizations have now been received and associated data is being analyzed and applied for future iterations of the program. Feedback was generally excellent and the project team looks forward to continuing this program for years to come. In the meantime, an internal survey was sent to the Early Lit Workgroup and Community Engagement department, with an official close-out meeting scheduled for mid-November.

Circulation Moonshot: Collection Purchasing Philosophy



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

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

Training is now complete and an internal survey has been solicited systemwide to gather staff thoughts and feedback on the rollout process, including documentation, training and staff understanding. A close-out meeting is scheduled for mid-November, after which this project will officially be complete.

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*

With the project deadline fast approaching, team members are pleased to report that this project is on track to wrap up by year's end. "Circulation Moonshot Branch Champions" recently met to iron out inconsistencies and further discuss how to operationalize and maintain these standards well after the project is closed. To assist with this, the team will disseminate a "Merchandizing Manual" to all Branch Champions and staff to use as a standard resource and to document specific nuances at their branch.

Circulation Moonshot: Weeding Standards



Project Lead: Liz Guarino-Kozlowicz
Status: Complete

Approval Date: 06.30.21
Due Date: 10.31.22

Although part of the project's original deliverables, the "new" weeding report was not able to produce consistent, manageable results due to the fact that the size and complexity of KDL operations require more sophisticated programming than the reporting software is capable of. As such, the report has been scrapped. Otherwise, all other deliverables have been met, including: helping to reinforce very clear weeding standards, defining a clear process for obtaining weeding reports, determining circulation lifespans for each material type, documenting options for a weeded book's "second life," and determining the role that balancing plays in KDL operations. New reporting solutions will be explored at a later date, possibly using BlueCloud Analytics and the existing (new) Data Dashboard. Special thanks to project team members Liz Guarino, Sara Proaño, Joyanne Huston-Swanson, Tricia Hetrick, Laura Youells, Adam Flynn, Deb Schultz, Amber Hath, Rochelle Ball and Jaci Cooper.

Concerts for the Community



Project Lead: Randy Goble
Status: Complete

Approval Date: 04.27.22
Due Date: 10.31.22

After a successful debrief with the Steve & Amy Van Andel Foundation and Frederik Meijer Gardens, this project is set to finish the last two years of this three-year commitment. KDL's Marketing + Communications and Community Engagement departments look forward to working with more local service organizations and sending more qualifying individuals to this world-class music and social experience throughout 2023 and 2024.

Data Dashboard (Phase 1)



Project Lead: Scott Ninemeier + Sheri Glon
Status: At Risk - Timeline

Approval Date: 03.02.22
Due Date: *new due date 11.15.22*

The Data Dashboard is officially operational and an internal survey has been sent to all Regional Managers to collect feedback on their rollout and training experience. The BOPS (Branch Outreach and Programming Specialists) were recently shown how to use the tool. In preparation for a Phase 2 of this same project, Collection Development has already started preliminary research on their dashboard needs. Project Leads Scott Ninemeier and Sheri Glon would like to thank project team members for their hard work and dedication to this exciting new resource: Jared Seigel, Randy Goble, Jaci Cooper, Rochelle Ball, Cheryl Cammenga, Graham Lawcock, Dhanya Ravi, Eric DeHaan, and Jennifer DeVault.

EDI Collection Audit / Tagging (Phase 2)



Project Lead: Tammy Schneider
Status: On track

Approval Date: 03.24.21
Due Date: 12.31.22

With an internal Training Plan set to go out to all branch staff and frontline workers on December 7, the project team is busy spending the last few weeks finishing up all applicable training procedures and videos. KDL Intern Taylor Rhoades has become an essential ad-hoc member of the project team, creating a document that links every applicable EDI Tag to its place in the catalog. Taylor has additionally worked with Collection Development Librarian Marie Mulder on a presentation addressing why EDI tagging is so important in library cataloging. This presentation, along with thoughtfully created training videos featuring likely patron scenarios (to be scripted and shot by Tyrone Branch Librarian Katie Mitchell) will be just some of the fun and engaging materials included in the upcoming training.

Email Group Streamline + Update



Project Lead: Elvia Myers
Status: On track

Approval Date: 03.02.22
Due Date: 12.31.22

The project team spent the month of October communicating established guidelines to the Leadership Team and meeting with KDL's fabulous Training Manager Trish Reid to go over timeline and training content. By taking extra time now, the team is adamant that greater clarity and organizational synchronicity will be guaranteed in the future.

Expungement Fair with Legal Aid of Western Michigan



Project Lead: Hennie Vaandrager
Status: Complete

Approval Date: 02.02.22
Due Date: 11.15.22

Inspired by a partnership opportunity with Legal Aid of Western Michigan, this project piloted two information sessions at the Wyoming and Lowell branches and connected interested KDL patrons with information regarding Michigan's recently expanded expungement laws. Though attendance at these meetings was not as high as anticipated, the team is confident that those who were able to attend received valuable information and support. Special thanks to team members Randy Goble, Hennie Vaandrager, Ashley Smolinski, Ty Papke, Monica Walen, Steve Grimm of LAWM and all of MarCom for their hard work putting these sessions together.

KDL Online Store



Project Lead: Dhanya Ravi
Status: At Risk - Timeline

Approval Date: 06.22.22
Due Date: *new due date of 12.31.22*

As of November 1, the new KDL online merchandise store has completed an initial soft launch of the website space and a few orders have already been placed by KDL staff. Promotion for the official launch to the public began on November 9 via social media, eNewsletter, digital in-branch signage, local PR and the (future) winter Kaleidoscope. Most exciting, customers of "Shop KDL" will be able to browse in either English or Spanish language options. For customers with more particular gift recipients in mind, KDL e-gift cards will also be available for purchase. The project team is practically beside themselves with anticipation as they wait to see how patrons and customers embrace this new offering. Explore for yourself—and support KDL!—by visiting at <https://shopkdl.org/>

KDL Way Service Vision + Training



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

Approval Date: 03.02.22
Due Date: 12.31.22

Now a full month into the launch of CultureWise, KDL staff spent the first five weeks after launch discussing the importance of bringing their passion to work every day, thinking "team first," sharing information, assuming positive intent in others, and choosing to do the right thing always. Implementation of these fundamentals has already made a clear impact on organizational culture and staff engagement. Frontline staff are now more motivated than ever to deliver excellent service to patrons and coworkers alike. This project is currently on track to finish up remaining deliverables, including a new KDL Way service model poster for all branch locations and a training workbook for staff, just in time for the project deadline.

Library Relationship Management (CRM)



Project Lead: Hannah Lewis
Status: On track

Approval Date: 08.17.22
Due Date: *new due date of 03.31.23*

Team members are hard at work documenting existing issues with the library's current (aka non-existent) relationship management process, along with desired outcomes from an ideal Customer Relationship Management (CRM) software. A robust list of things to keep in mind while attending demos and interacting with vendors will allow the team to remain aligned with the project charter throughout the process. Due to a late start and end-of-year holidays, along with a desire to take adequate time to make a well-informed decision, the deadline for this project has now been extended from December 31, 2022 to March 31, 2023, with anticipated funds needed to purchase CRM software already transferred to the 2023 budget.

New Cardholder Onboarding (Phase 1)



Project Lead: Morgan Hanks
Status: On track

Approval Date: 04.27.22
Due Date: 11.15.22

The new process for welcoming new (and renewing) cardholders has officially been launched in every KDL branch. Now when you visit your local branch, you may hear the clicking of prize wheels or see staff giving tours of the branch or rattling off information about patron interests. Branches are working to fine-tune these new processes according to what works best for their community, as well as learning to read the social cues of users in such a way that each and every welcome experience can be perfectly tailored to fit the person who receives it.

Spectrum Health Educational Sessions



Project Lead: Hennie Vaandrager
Status: Complete

Approval Date: 07.20.22
Due Date: 11.15.22

KDL's pilot initiative with Spectrum Health (now Corewell Health), offering free mental health resources to those who may not traditionally have access to such services, has officially come to a close. Similar to the LAWN (Legal Aid West Michigan) expungement sessions, attendance was lower for these events than anticipated, but the team remains hopeful that every patron who attended was able to have meaningful conversations and leave with valuable information. The programming department looks forward to offering these in the spring and fall seasons moving forward at select branches.

Systemwide WonderKnook Refresh



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

Approval Date: 09.23.21
Due Date: 11.30.22

So many wonderful things have happened with the WonderKnook project throughout the month of October! WonderKnook shirts are officially in and being distributed to staff, who are encouraged to wear them leading up to launch as a fun and engaging way to advertise this offering. (The back of the shirts also feature a list of each and every KDL location!) The WonderKnook passport, coloring book and crayons have arrived and will be ready to go out to all branches once installations are complete. Branches that have received their custom pieces thus far are: Krause Memorial, Amy Van Andel, Wyoming and Caledonia. Children are already enjoying these new pieces daily, and staff can't wait for the rest of the pieces to arrive. According to the vendor, TMC (The Makers Creative), next up on the custom installations list include: a train at Alto, a blue truck at Nelson, and a fire truck at Comstock Park.



BUILDING PROJECTS

Krause Memorial (Rockford)

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

Groundwork for a capital campaign continues as the Fundraising Committee, along with The Breton Group, prepare to give library tours to prospective lead donors. The Committee is still waiting to hear back on whether the Krause Expansion Project will receive ARPA funds from the County.

Tyrone Township

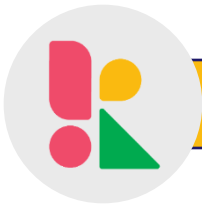
● **Project Lead:** Craig Buno **Approval Date:** N/A
Status: N/A **Due Date:** N/A

No update at this time.

Walker

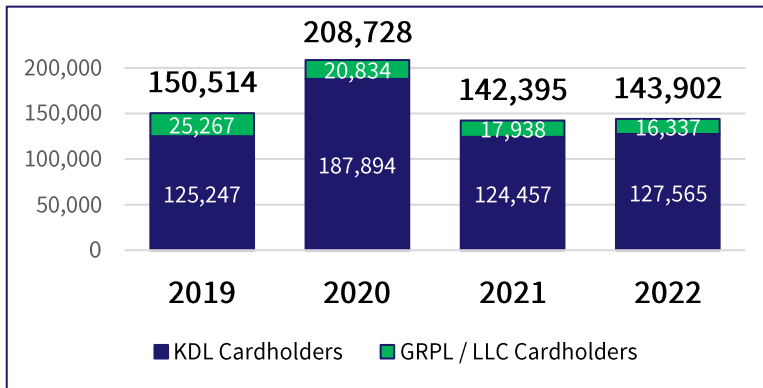
● **Project Lead:** Craig Buno **Approval Date:** N/A
Status: N/A **Due Date:** N/A

Earlier this year, the city of Walker pivoted away from an idea to expand the Walker Ice and Fitness Center and instead will be adding on to the public library building. Before end-of-year holidays, the city plans to submit a Request for Proposal to prospective contractors interested in bidding for the chance to work on the project. Participating firms will be asked to submit expansion ideas based on feedback expressed in public meetings at the City of Walker, as well as additional preference details provided by city staff and elected officials.



OCTOBER 2022 STATISTICAL SUMMARY

Active Patrons:



2,016 Accounts Added in October:

- 1,764 New KDL Cardholders
- 188 New GRPL Cardholders
- 64 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.

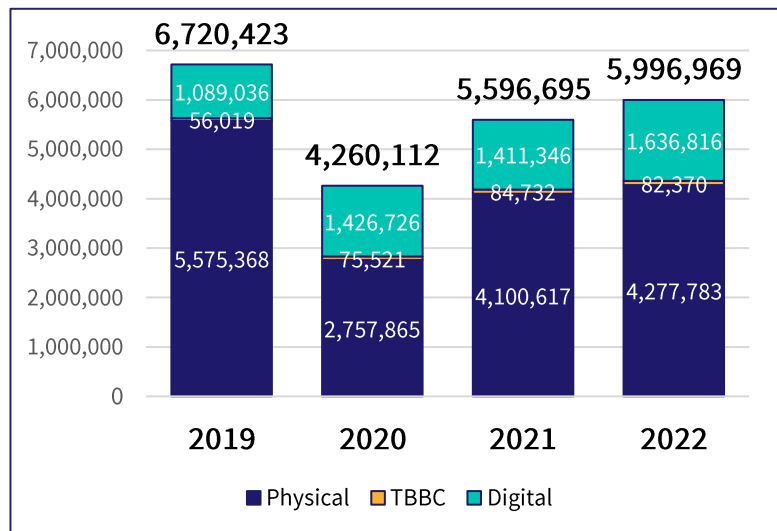
Note: Branches were closed March 13 – August 4, 2020 and November 16, 2020 – January 18, 2021 due to COVID-19. Curbside service began June 15, 2020. Limited in-branch hours were offered August 5 – September 20, 2020.

Comparing to Previous Timeframes:

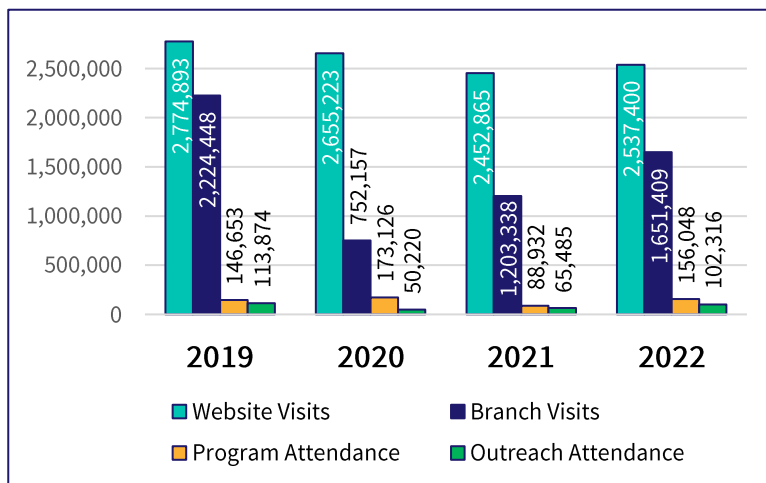
- **Physical Checkouts:** Down 2% from last month; Down 5% from 2021; Down 28% from 2019
- **Digital Checkouts:** Up 2% from last month; Up 19% from 2021; Up 50% from 2019
- **Visitor Count:** Up 22% from last month; Up 10% from 2021; Down 27% from 2019
- **Program Attendees:** Up 35% from last month; Up 26% from 2021; Down 6% from 2019

(See following page for more details)

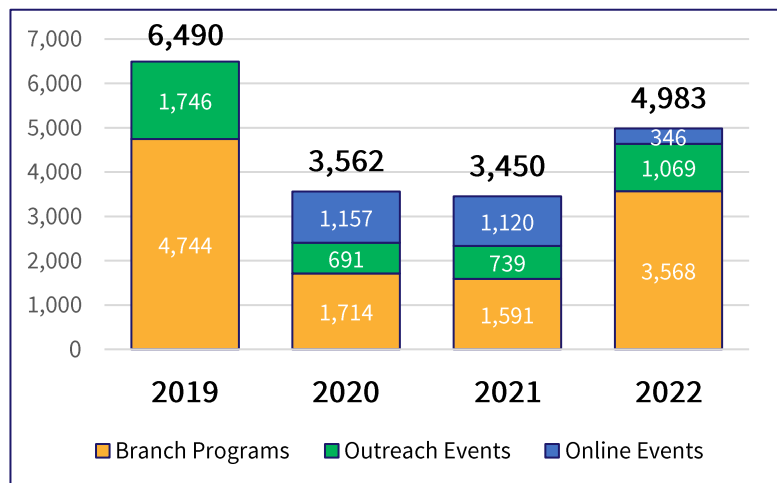
Circulation YTD:



People Served YTD:



Number of Events YTD:

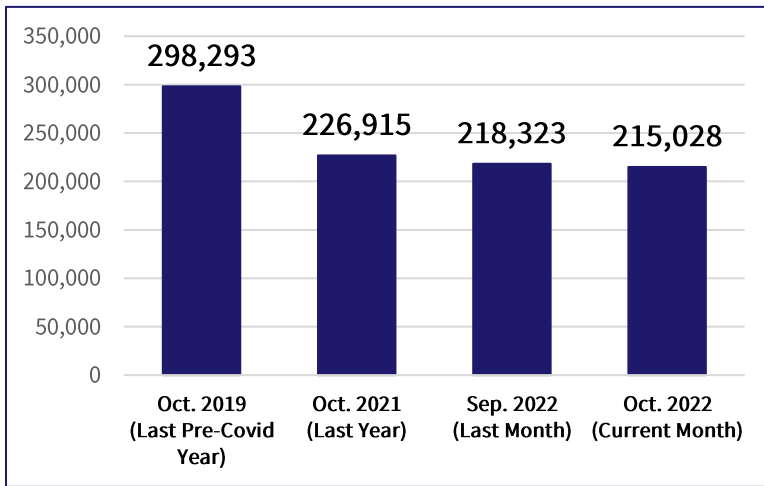




OCTOBER 2022 STATISTICS IN-DEPTH

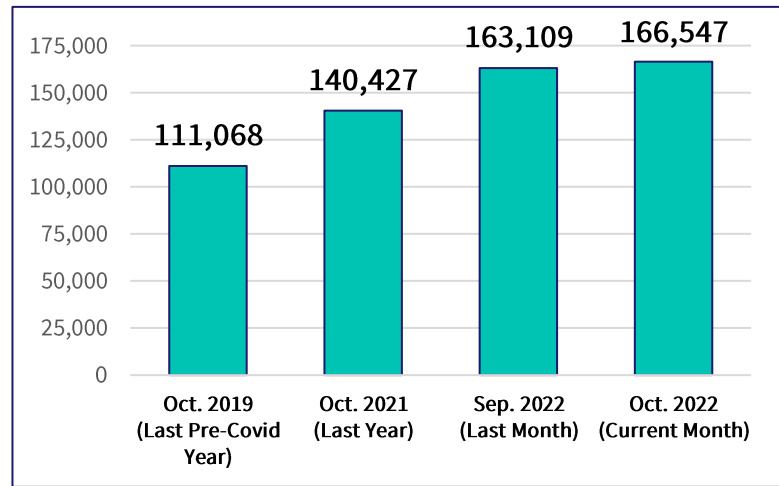
How have our basic statistics changed month-to-month and when compared to last year (2021), and compared to the last pre-COVID year of 2019?

Physical Items Checked Out:



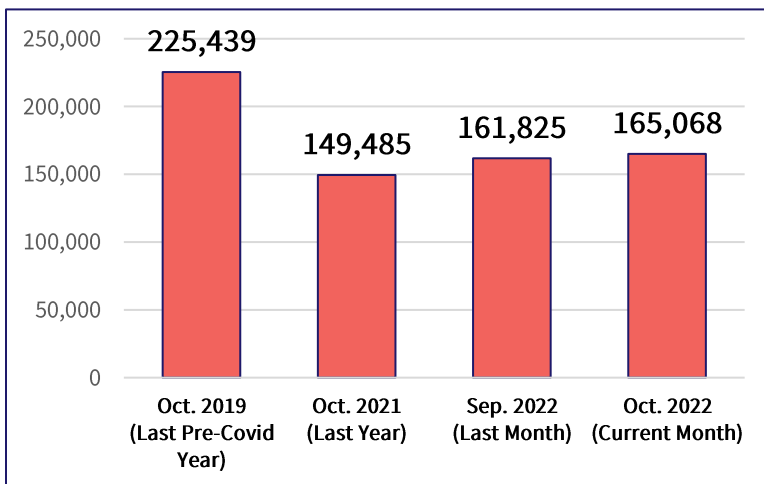
Physical checkouts are **down 2%** from last month, **down 5%** from the same month last year, and **down 28%** compared to the same month in 2019.

Digital Items Checked Out:



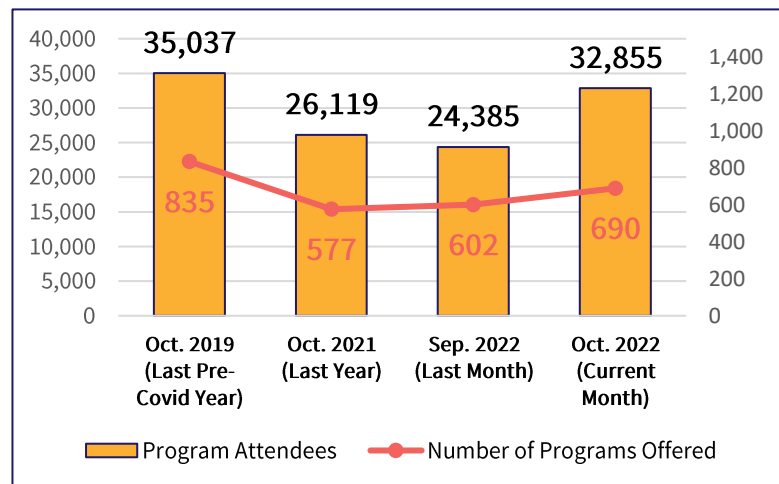
Digital checkouts are **up 2%** from last month, **up 19%** from the same month last year, and **up 50%** compared to the same month in 2019.

Visitor Count:



Branch visitors are **up 2%** from last month, **up 10%** from the same month last year, and **down 27%** compared to the same month in 2019.

Programs & Outreach:



Program & Outreach attendance is **up 35%** from last month, **up 26%** from the same month last year, and **down 6%** 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	246
2. <i>Mad Honey</i> by Jodi Picoult	162
3. <i>Book Lovers</i> by Emily Henry	115
4. <i>Sparring Partners</i> by John Grisham	111
5. <i>The Lost City</i> DVD	107
6. <i>The Hotel Nantucket</i> by Elin Hilderbrand	102
7. <i>Long Shadows</i> by David Baldacci	100
8. <i>Dreamland</i> by Nicholas Sparks	99
<i>Thor: Love and Thunder</i> DVD	99
10. <i>Verity</i> by Colleen Hoover	98

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>I'm Glad My Mom Died</i> by Jennette McCurdy	213
2. <i>The Boys from Biloxi</i> by John Grisham	183
<i>It Ends with Us</i> by Colleen Hoover	183
4. <i>Reminders of Him</i> by Colleen Hoover	177
KDL WiFi Mobile Hotspot	177
6. <i>Verity</i> by Colleen Hoover	171
7. <i>Mad Honey</i> by Jodi Picoult	159
8. <i>Heart Bones</i> by Colleen Hoover	152
9. <i>It Starts with Us</i> by Colleen Hoover	149
10. <i>November 9</i> by Colleen Hoover	138

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>Girl, Forgotten</i> by Karin Slaughter (audio)	212
2. <i>Verity</i> by Colleen Hoover	203
3. <i>Atomic Habits</i> by James Clear (audio)	185
4. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid	174
5. <i>Book Lovers</i> by Emily Henry	144
6. <i>It Ends with Us</i> by Colleen Hoover	134
7. <i>The Last Thing He Told Me</i> by Laura Dave (audio)	132
8. <i>The Last Thing He Told Me</i> by Laura Dave	129
9. <i>I'm Glad My Mom Died</i> by Jennette McCurdy (audio)	124
<i>The Guest List</i> by Lucy Foley (audio)	124

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>Verity</i> by Colleen Hoover	548
2. <i>It Starts with Us</i> by Colleen Hoover	529
3. <i>It Ends with Us</i> by Colleen Hoover	484
4. <i>I'm Glad My Mom Died</i> by Jennette McCurdy (audio)	468
5. <i>It Ends with Us</i> by Colleen Hoover (audio)	369
6. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid (audio)	332
7. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid	289
8. <i>Ugly Love</i> by Colleen Hoover	284
9. <i>It Starts with Us</i> by Colleen Hoover (audio)	267
10. <i>Book Lovers</i> by Emily Henry	265

NEW HIRES	POSITION	EFFECTIVE
Ruth VanWalsum	Assistant Branch Librarian - Walker	October 24
Shannon Cameron	Assistant Branch Librarian - Caledonia	October 31
Johana Miranda-Morales	Library Intern – Kelloggsville	November 7
Nicaela Cervantes	Library Intern – Kelloggsville	November 7
Loraine Worden	Assistant Branch Librarian – Amy Van Andel/Ada	November 14
Jordan Perkins	Assistant Branch Librarian – Comstock Park	November 14
Elizabeth Rethman	Shelver – Amy Van Andel/Ada	November 14
Mary Worden	Assistant Branch Librarian – Amy Van Andel/Ada	November 14
Mike Ensing	Shelver – Gaines Township	November 14

DEPARTURES	POSITION	EFFECTIVE
Yannick Kpachavi	Assistant Branch Librarian – Kentwood	November 3
Matt Wagenheim	Assistant Branch Librarian – East Grand Rapids	November 10
Alantha Mansberger	Assistant Branch Librarian Sub	November 11
Abigail Cummings	Shelver – Wyoming	November 12
Melissa English	Branch Librarian – Krause Memorial	November 18

OPEN POSITIONS	TYPE
Branch Outreach & Programming Specialist – Cascade/Caledonia	Full-time
Assistant Branch Librarian – East Grand Rapids (3 positions)	Part-time
Assistant Branch Librarian – Cascade	Part-time
Regional Manager I In-Training - Grandville	Temporary
Branch Outreach & Programming Specialist – Grandville/Byron	Full-time
Assistant Branch Librarian - Kentwood	Part-time
Branch Librarian – Gaines Township	Part-time
Branch Librarian – Krause Memorial	Part-time

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Emily Bantel	Branch Librarian – Tyrone Township	Assistant Branch Librarian Sub	October 26
Shannon Cameron	Assistant Branch Librarian Sub	Assistant Branch Librarian – Caledonia	October 31
Caleb Perkins	Branch Librarian – Gaines	Branch Librarian – Tyrone Township	November 14
Cameron Holmes	Assistant Branch Librarian Sub	Branch Librarian – Kelloggsville	November 21

EMPLOYEE ANNIVERSARIES (DECEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jennifer Doornbos	Grandville	25 years
Deb Schultz	Volunteer Services	20 years
Sandra VanVugt	Byron Township	20 years
Eric Dehaan	Byron Township/Grandville	19 years
Beth Johnstone	Cascade	18 years
Michelle Roossien	Wyoming	18 years
Deborah Lilly	Cascade	15 years
Penni Zurgable	Plainfield/Comstock Park	15 years
Theresa Eastman	Alpine	13 years
Henry Hong	Kentwood	6 years
Marlys Davis	Sub Pool	4 years
Annette Miller	Finance	4 years
Steven Schend	Gaines Township	4 years
Marcia VanDrunen	Grandville	4 years
Tricia Van Zelst	Cascade	4 years
Johanna Boyle	Collection Development	3 years
Katie Webb	Sub Pool	3 years
Jessica Weber	Plainfield	3 years
Scott Ninemeier	East Grand Rapids/Amy Van Andel	2 years
Noey Spriggs	Byron Township	2 years
Adrianna Triche	Wyoming	2 years
Abigail Hale	Englehardt	1 year
Ranya Hwail	Cascade	1 year
Chris Lohman	Sub Pool	1 year
Alicia Peckham	Kentwood	1 year
Jaclyn Richards	Sub Pool	1 year
Monique Smith	Comstock Park	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	X	X	X	X	X	X	X	X
October 13, 2022								
October 27, 2022	X	X	X	X	X	X	X	X
November 17, 2022								
December 15, 2022								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE

2023 STRATEGIC INITIATIVES

	STRATEGIC GOAL	ANNUAL INITIATIVE	SPONSOR + LEAD(S)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
EDI	Align all library services, staffing makeup and partnerships to be reflective and inclusive of the diverse communities we serve.	Intentionally deepen relationships with Kent County communities by focusing on one community at a time by asking, listening, creating partnerships, learning opportunities, and economic engagement.	Lance Werner Shaunna Martz												
EDI	Align all library services, staffing makeup and partnerships to be reflective and inclusive of the diverse communities we serve.	To be more welcoming to refugees and members of our community who are non-English speakers, make the library more accessible by including more translated services. This will include over the phone interpretation available on demand, reassessing in-branch signage and marketing materials, and introducing storytimes in other languages beginning with Spanish and ASL."	Randy Goble Morgan Hanks Sara Proano		Training		OPI Interpretation								In Branch Signage
Engagement and Service	Increase the value delivered to the community by focusing on demonstrated needs.	Hold a new cardholder drive to engage people who may have antiquated views of the library. Educate them about the fantastic services that KDL offers. Use market data to identify areas in the county where there is opportunity for new cardholder growth, and meet people where they are.	Randy Goble Josh Mosey												
Engagement and Service	Increase the value delivered to the community by focusing on demonstrated needs.	In effort to support the educational and social/emotional needs of children who have spent and continue to spend their formative years during a global pandemic, KDL will enhance and heavily promote its early literacy offerings to children ages 0-5. 1KB4K (One Thousand Books Before Kindergarten) will be refreshed, pre-schools booster packs will be piloted, a Picture Books Core Collection will be introduced, and KDL will partner with local day cares and pre-schools to promote these offerings, as well as Wonderknooks, the early Lit Bit Newsletter, and storytimes.	Jaci Cooper Dawn Heerspink Tammy Schneider Jackie Boss				1KBK Revamp								Picture Book Core
Sustainability	Evaluate and streamline operational, environmental, and fundraising processes to ensure a sustainable library.	Conduct an audit of KDL's magazine, music cd, and audiobook collections. Assess circulation at each branch and compare designated shelf space and budget. Make reductions to these spaces where circulation, availability and interest do not justify their spatial and budgetary impact. Create training and promotion patron adaptation of the digital versions of these dying media formats so that budget dollars and space can be dedicated to items with a higher return on investment.	Jennifer Devault Josh Bernstein												
Sustainability	Evaluate and streamline operational, environmental, and fundraising processes to ensure a sustainable library.	Redesign a Sharepoint communication home page to promote internal communication and showcase things that are relevant each week, such as trainings, communication bulletins, and the fundamental of the week. Reduce staff time spent on various platforms to obtain relevant information so they can spend more time engaging and serving patrons	Kurt Stevens Remington Steed												



RESOLUTION

Health Insurance Funding (PA 152)

MEETING INFORMATION

At a regular meeting of the Kent District Library Board of Trustees (the "Library Board"), held on Thursday, November 17, 2022, at 7:00 PM via remote online connection.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that Kent District Library hereby elects to comply with the 80% limitation in Section 4 of PA 152 for medical benefit plan coverage years beginning on or after January 1, 2023.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 17th day of November 2022.

[illegible]

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on November 17, 2022 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: November 17, 2022

Sheri Gilreath-Watts, KDL Board Secretary



RESOLUTION

Approval of Proposed 2022 Budget

MEETING INFORMATION

A regular meeting of the Library Board (the "Board") of the Kent District Library (the "Library") was held at 814 West River Center Drive, Comstock Park, MI 493121 and via teleconference on November 17, 2022 at 7:00 PM.

The meeting was called to order by_____.

PRESENT: _____

ABSENT: _____

RESOLUTION

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

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

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

WHEREAS, the Library Board has determined to hold a public hearing and to adopt the budget for the District Library for the January 1, 2023, to December 31, 2023, fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title

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

Section 2: Chief Administrative Officer

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

Section 3: Fiscal Officer

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

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 10, 2022, and a public hearing on the proposed budget was held on November 17, 2022.

Section 5: Estimated Revenues

Estimated library fund revenues for the fiscal year January 1, 2023, to December 31, 2023, including a voter-authorized millage of 1.2355 mills, and various miscellaneous revenues shall total \$29,478,777 as listed in Exhibit A.

Section 6: Estimated Expenditures

Estimated library fund expenditures for fiscal year January 1, 2023, to December 31, 2023, for the various library activities (line-items) shall total \$31,871,838 as listed in Exhibit A.

Section 7: Committed Fund Balance

As part of the adoption of the fiscal year January 1, 2023, to December 31, 2023, general fund budget, the Board of Trustees desires to commit fund balance for a potential capital project in the amount of \$388,687. The Board of Trustees also desires to commit funds for the remaining funds received in the form of healthcare experience rebates totaling \$242,017 to fund future increases in healthcare costs.

Section 8: Adoption of Budget by Reference

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

Section 9: Adoption of Budget by Line Item

The Kent District Library adopts the 2023 fiscal year general fund budget (attached as Exhibit A) by line item. Library officials responsible for the expenditures authorized in the budget may expend library funds up to, but not to exceed, the total appropriation authorized for each line item and may make transfers among the various general ledger accounts contained in the line-item appropriation. However, no transfers of appropriations for line items related to personnel or capital outlay may be made without prior Library Board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

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

Section 11: Transfer Authority

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

Section 12: Periodic Fiscal Reports

The Fiscal Officer shall transmit to the Library Board at the end of each month, a report on financial operations.

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Library Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, including an available surplus upon which appropriations from the fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Library Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or proposals for measures necessary to provide revenues sufficient to meet expenditures of the fund, or any combination thereof.

Section 15: Violations of This Act

Any obligation incurred or payment authorized in violation of this Resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and any policy that may apply to any responsible employee.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 17th day of November 2022.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on November 17, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: November 17, 2022

Charles Myers, KDL Board Chair

Sheri Gilreath-Watts, KDL Board Secretary

EXHIBIT A

KENT DISTRICT LIBRARY 2023 OPERATING BUDGET

REVENUES:	
Property Taxes	26,483,315
Penal Fines	600,000
Charges for services	35,000
Interest Income	-
Public Donations	200,000
Other Revenue	1,141,790
State Sources	1,018,672
TOTAL REVENUES & OTHER FINANCING SOURCES	29,478,777
EXPENDITURES:	
Salaries and Wages	13,856,694
Employee Benefits	4,150,785
Collections - Digital	2,673,678
Collections - Physical	2,495,390
Supplies	862,296
Contractual and Professional Services	2,163,067
Programming and Outreach	474,280
Maintenance and Utilities	3,383,632
Staff Development	369,102
Board Development	15,000
Other Expenditures	748,332
Capital Outlay	679,582
TOTAL EXPENDITURES & OTHER FINANCING USES	31,871,838
REVENUES OVER (UNDER) EXPENDITURES	(2,393,061)
Estimated 1-1-23 Fund Balance	8,183,955
Projected 12-31-2023 Fund Balance	5,790,894