

Kent
District
Library



BOARD OF TRUSTEES

PACKET



July 2023

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BOARD OF TRUSTEES

Meeting Agenda

LOCATION

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

DATE & TIME

Thursday, July 20, 2023, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: June 15, 2023
- C. Lakeland Library Cooperative June 8, 2023
- D. Request: Kelloggsville Branch to be closed early at 3:00 PM on July 27, 2023, due to the carpets being cleaned.
- E. Request: East Grand Rapids Branch to have a late opening at 11:00 AM on September 9, 2023, due to the Rhoades McKee Triathlon.
- F. Request: Caledonia Township Branch to be closed on September 30, 2023, due to Caledonia Township Harvest Festival.

4. 2022 AUDIT REPORT Maner Costerisan

5. FINANCE REPORTS – June 2023*

6. DIRECTOR'S REPORT – June 2023

7. NEW BUSINESS

- | | |
|-----------------------------------------------------|----------------|
| A. Policy Manual Section 1.3: Intellectual Freedom* | First Reading |
| B. Policy Manual Section 2.1.4: Student Cards* | First Reading |
| C. Resolution: Budget Amendment* | Roll Call Vote |
| D. Resolution: Levy a District-Wide Property Tax* | Roll Call Vote |
| E. Strategic Plan & KPI Quarter 2 Review | |

8. LIAISON REPRESENTATIVE COMMENTS

9. PUBLIC COMMENTS**

10. MEETING DATES

Next Regular Meeting: Thursday, August 17, 2023 – KDL Plainfield Branch, 4:30 PM

11. ADJOURNMENT*

* Requires Action

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

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BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Kent District Library Service + Meeting Center, 814 West River Center Dr. NE, Comstock Park, MI 49321.

DATE + TIME

Thursday, June 15, 2023, at 4:30 PM.

BOARD PRESENT: Shirley Bruursema, Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Nicole Lintemuth, Carla Moyer Hotz and Penny Weller.

BOARD ABSENT: None.

STAFF PRESENT: Jaci Cooper, Jennifer DeVault, Sheri Glon, Randy Goble, Lauren Hagerman Tekelly, Kim Lindsay, Brian Mortimore, Elvia Myers, Kurt Stevens, Hennie Vaandrager and Lance Werner.

GUESTS PRESENT: Brent Hotz, Chelsea Kean, Denise Mahony and Barb Wenger.

1. CALL TO ORDER

Chair Erlewein called the meeting to order at 4:31 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: May 18, 2023
- C. Request for closure: Spencer Township Branch on Monday, June 26, 2023, due to installation of a generator.
- D. Request for closure: Spencer Township Branch on Wednesday and Thursday, July 5 & 6, 2023 due to parking lot maintenance.

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

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried.

4. FINANCE REPORTS – May 2023*

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

- The KDL cash position at the end of May was about \$25.9M compared to \$25.3M at the same time last year. KDL had a nice bounce back in investment returns from the Atlanta Capital funds and has been able to earn roughly \$110K on investments of excess cash with Huntington.

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- KDL revenues through May were \$26.7M or 90.6% of the total 2023 revenue budget. Overall revenues are up about \$1.8M from 2022, primarily due to increased property tax collections. Just after closing the May books, KDL received a payoff of delinquent property taxes from Kent County of almost \$500K and a check from Vergennes Township for \$129K.
- Expenditures through May were \$13.1M or 40.7% of the 2023 annual budget. Overall expenditures are up about \$960K from 2022. In year-over-year comparison, the majority of the increase comes from capital outlay, maintenance and utilities, and employee benefits. There will be a budget amendment for the July meeting to make any needed changes and to incorporate any additional use of fund equity in strategic initiatives.
- The largest checks in the month of May were made out to:
 - TMC Furniture in the amount of \$199,705 and \$70,936 for WonderKnook
 - Priority Health in the amount of \$153,280.62 for employee health coverage
 - Today's Business Solutions in the amount of \$70,211.25 for annual kiosk lease
 - IP Consulting in the amount of \$61,563.24 and \$60,003.24 for April/May Colocation
 - Everstream Holding in the amount of \$54,395.77 for KDL-wide fiber service

The Board asked questions of staff and staff responded.

Motion: Mr. Dykhuis moved to receive and file the May 2023 finance reports as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

5. DIRECTOR'S REPORT – May 2023

- Executive Director Werner shared that Summer Wonder has taken off! In the first week, approximately 3K participants registered on Beanstack.
- Krause Memorial Branch held an Exotic Zoo Program that welcomed over 800 participants.
- Kudos to Director of IT Kurt Stevens, Director of Library Operations Jennifer DeVault and Regional Manager I Sandy Graham and the entire IT team for successfully launching the Express Library in Grattan Township. Kurt Stevens shared a few highlights:
 - The machine holds about 149 books.
 - On the first day, 23 books were checked out.
 - It is not considered a Library/Branch due to state aid requirements.
 - Sandy Graham will ensure that the Express Library remains well stocked.

6. NEW BUSINESS

A. Policy Manual: Section 5 - Budget and Finance*

Interim Director of Finance Kim Lindsay spoke to minor grammatical edits.

Motion: Ms. Bruursema moved to approve the Policy Manual: Section 5 - Budget and Finance as presented.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

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B. EmpowerU Partnership Overview

Director of Projects and Planning Jaci Cooper explained that EmpowerU is a Kent Intermediate School District Special Education Center Program that provides specialized instruction, opportunity-specific employment and independent living skills necessary for young adults. The KDL Service and Meeting Center will be hosting this program for the 2023-2024 school year with an open house scheduled for Tuesday, August 16.

7. LIAISON REPRESENTATIVE COMMENTS – None.

8. PUBLIC COMMENTS** – Chelsea Kean is a patron of Lowell, as well as a recent applicant for the Alto/Lowell Regional Manager II position. She is attending the meeting in order to gain further awareness of the Board of Trustees and appreciates that the public is able to attend their meetings.

9. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema announced that the Gaines Township Branch remodel is very impressive. She also recently attended the Caledonia Township Community Report. Caledonia is very happy with KDL’s services. She is excited about the Grattan Express Library.

Ms. Chrenka – Ms. Chrenka attended the Tyrone Township Summer Wonder launch and appreciated that it occurs after the school year has come to a close. She is equally impressed that Branch Librarian Caleb Perkins has earned several Katie Kudos from his peers and notes that he is “super” when it comes to book recommendations.

Mr. Dykhuis – Mr. Dykhuis is excited to see Summer Wonder begin. He reiterated that he enjoys traveling to different branches and would appreciate going to more in the future.

Mr. Erlewein – Chair Erlewein shared that the KDL Board Retreat will take place on July 12, 2023, at the City of East Grand Rapids Building. The guest speaker will be Mandy Sharp Eizinger, Grand Valley State University Adjunct Faculty of College of Education and Community Innovation. KDL Executive Director Lance Werner will also be discussing book bans, among other things. An agenda will be sent out soon.

Ms. Gilreath-Watts – Ms. Gilreath-Watts attended the Wyoming Branch Summer Wonder Kick Off and was impressed by the community support. There, she met an elderly man who was using the library as a third place while he gets his affairs back in order after a house fire. She shared that a friend of the family enjoys visiting all the KDL branches with their 18-month-old.

Ms. Lintemuth – Ms. Lintemuth wished everyone Happy Pride Month and said that she was grateful to KDL for offering cooling stations during the Lowell Pride celebration. She appreciates the work that KDL does to make sure that everyone has access to books that

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represent their lived experience. Recently, Ferndale Area District Library had their entire Pride display stolen. They posted an online “wish list” to help replace the collection, which has since been bought out twice.

Ms. Moyer Hotz – Ms. Moyer Hotz has finally finished visiting all three of her townships and feels fully vested as a KDL Board of Trustees representative. She shared that each of the townships is grateful and excited to be a part of KDL.

Ms. Weller – Ms. Weller inquired about the AV/Clock in the Bruursema Conference Room. Director of IT Kurt Stevens informed her that a Request for Proposal (RFP) has been posted in order to get the room completed.

10. MEETING DATES

Regular Meeting: Thursday, July 20, 2023 – Kent District Library Service + Meeting Center, 4:30 PM.

11. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 5:21 PM.

Support: Supported by Ms. Gilreath Watts.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, June 8, 2023 at 9:30 a.m.
Kent District Library Service Center**

Present: John McNaughton (GRPL), Diane Kooiker (HO), Ron Suszek (MADL), Maggie McKeithan (OS), Dale Parus (IC), Lance Werner (KDL), Carol Dawe (LL), Joe Zappacosta (SM), Karen McKinnon (AL), Shirley Bruursema (KDL)

Lakeland Staff Present: Amber McLain, Sheryl VanderWagen

Absent: None

- 1) CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 by Lance Werner
- 2) APPROVAL OF AGENDA** John McNaughton moved, supported by Maggie McKeithan, to approve the agenda as presented - *motion carried.*
- 3) QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) PUBLIC COMMENTS:** There were no public comments.
- 5) APPROVAL OF MINUTES:** Ron Suszek moved, supported by Dale Parus, to approve the board minutes from April– *motion carried.*
- 6) FINANCIAL REPORT:**
 - a) April and May Financials and Check Register: Shirley Bruursema moved, supported by Maggie McKeithan to approve the April and May Financials as presented - *motion carried.*
- 7) PRESIDENT'S REPORT**
 - a) Nothing to Report.
- 8) DIRECTOR'S REPORT**
 - a) See written report.
- 9) COUNCIL/COMMITTEE REPORTS**
 - a) See Advisory Council minutes.
 - b) See Standards Committee Report.
- 10) ONGOING AND NEW BUSINESS:**
 - a) *Cedar Springs Update* – Kamey Howe has resigned from her position as director at Cedar Springs. Solon Township's contract has been given notice that their contract is set to expire. Cedar Springs has expressed interest in perhaps joining KDL's contracted service area.
 - b) *Update to Plan of Service:* A document outlining the requirements for libraries to withdraw from Lakeland. Language and verbiage regarding article IV were discussed – Dale Parus made a motion to support the document as amended, Maggie McKeithan supported – *Motion Carried.*
 - c) *Lakeland Funding Spreadsheet* – Included for informational purposes.
 - d) *Anatomy of a Collection Development Policy* – A document created by the MCDA as a standard. John McNaughton moved, supported by Karen McKinnon, to post the MCDA Anatomy of a Collection Development Policy on the LLC Website - *motion carried.*
- 11) Public Comments:**
 - a) None
- 12) Board Member Comments**
 - a) John McNaughton – None
 - b) Diane Kooiker – Herrick North created an outdoor
 - c) Ron Suszek – MADL is currently undertaking a summer reading outreach program for one of their municipalities that does not have a branch.
 - d) Maggie McKeithan – Spring Lake received a grant to aid in their fundraising.
 - e) Dale Parus – IC is also fundraising.
 - f) Joe Zappacosta – Hackley is hosting a Drag literary program that consists of the Drag Queens dressing like a character in a book, open to all ages.
 - g) Karen McKinnon – Leighton's summer reading starts Saturday and is finishing an LED light conversion.:
 - h) Shirley Bruursema - Advocated for the new Library of MI trustee manual.

- i) Lance Werner – KDL Summer Reading kicked off to grand success.
- 13) NEXT MEETING:** Thursday, **July 13** at 9:30 a.m. at Kent District Library Service Center.
- 14) ADJOURNMENT:** Ron Suszek moved, supported by John McNaughton to adjourn at 9:59 - *motion carried.*

Respectfully submitted by,
Amber McLain



July 17, 2023

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

Dear KDL Board Members,

The Kelloggsville School District has asked that Kent District close the Kelloggsville Branch at 3pm on Thursday July 27th in order for carpets to be cleaned and to allow time for them to dry before opening on Monday morning. This will not affect any summer programming. The branch normally closes at 6:30pm on Thursdays.

Sincerely,

A handwritten signature in black ink, appearing to read "Angie Gleisner".

Angie Gleisner
Regional Manager 1
Wyoming and Kelloggsville Branches



June 29, 2023

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

Dear Board of Trustees:

Every year on the first Saturday after Labor Day, the City of East Grand Rapids holds the Rhoades McKee Triathlon. This year the event is scheduled to start at 8:00am on Saturday, September 9. This event attracts thousands of athletes and spectators and runs from 8:00am-11:00am.

Due to road closures on Lakeside Drive before, and during the race I am requesting the Library open at 11:00am instead of 9:30am. At this time the race will be concluded and patrons and employees will be able to access Lakeside Drive to enter the Library.

This is consistent with decisions to open late in years past during the Rhoades McKee Triathlon.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Ninemeier", is written over a light blue rectangular background.

Scott Ninemeier

East Grand Rapids and Amy Van Andel Libraries | Regional Manager

cc: Lance Werner, KDL Executive Director



Monday, July 10th 2023

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

Dear KDL Board of Trustees:

I am writing today to request a branch closure for the Caledonia Township Branch on Saturday, September 30th 2023. This closure is requested to accommodate the Caledonia Township Harvest festival being held that day, which involves closing the road to the branch. The library staff will be participating in this festival by providing activities.

The local Chamber of Commerce has requested our closure to accommodate pedestrian traffic on 92nd and for safety reasons. Thank you for your consideration.

Sincerely,

Lulu Brown
Regional Manager I
Caledonia Township and Cascade Branches

CC: Lance Werner, KDL Executive Director



2425 E. Grand River Ave.,
Suite 1, Lansing, MI 48912
☎ 517.323.7500
📠 517.323.6346

June 14, 2023

To the Board of Trustees of
Kent District Library

We have audited the financial statements of Kent District Library for the year ended December 31, 2022, and have issued our report thereon dated June 14, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Kent District Library are described in Note 1 to the financial statements. In the current year, the Library adopted new accounting guidance, GASB No. 87, Leases. The application of existing policies was not changed during year 2022. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Estimates have been used to calculate the net pension asset. The estimated asset is approximately \$1,518,680.

Management's estimated in calculating the liability for compensated absences:

The estimated liability is approximately \$724,000. We evaluated the key factors and assumptions used to develop the balance of employee compensated absences in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's determination of the estimated life span of the capital assets:

We evaluated the key factors and assumptions used by management to develop the estimated life span of the capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of the pension plan in the notes to the financial statements describes that the contributions are determined based on an actuarial valuation.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 14, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

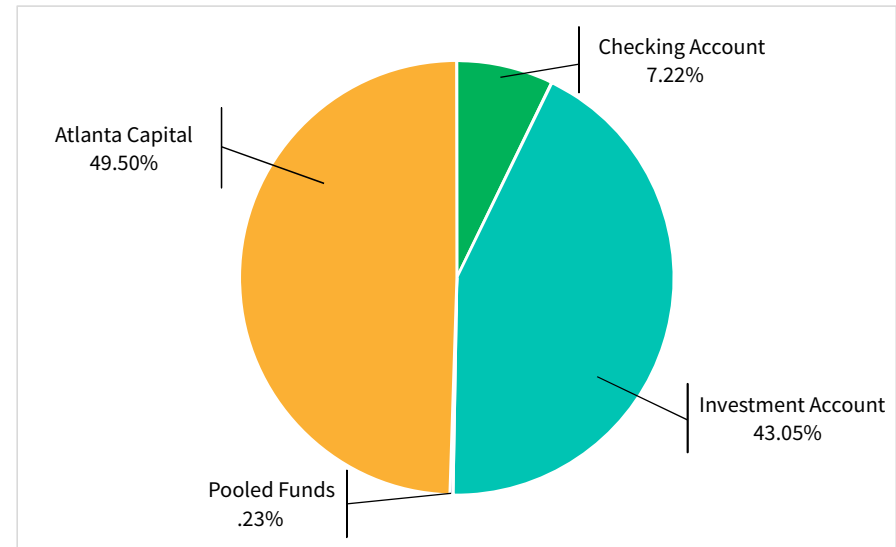
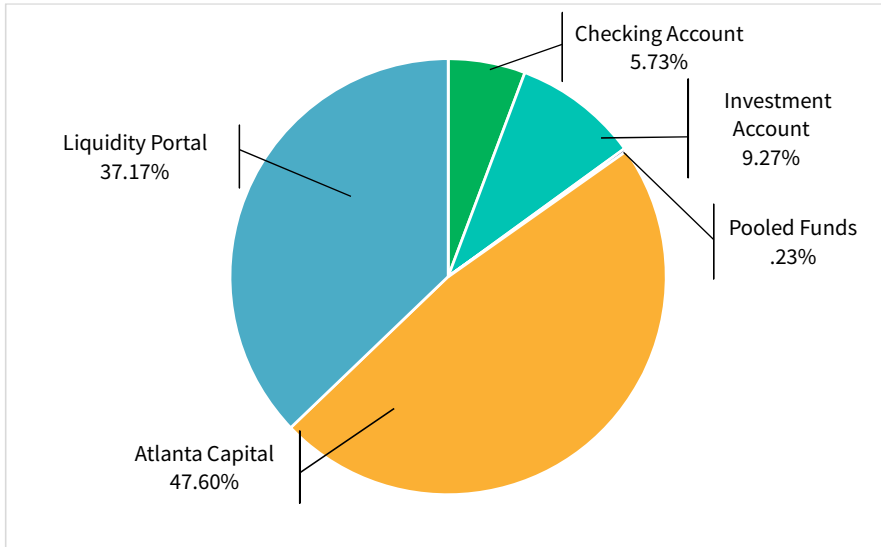
This information is intended solely for the use of the Board of Trustees and management of Kent District Library and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Maney Costeiran PC



Monthly Cash Position Per Bank Month ended June 30



2023		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$1,411,170.95
Huntington Investment Account	1.004%	\$2,281,124.42
*Kent County Pooled Funds	2.719%	\$56,928.04
Atlanta Capital Investments		\$11,714,641.00
Huntington Liquidity Portal		\$9,147,524.57
		<u>\$24,611,388.98</u>

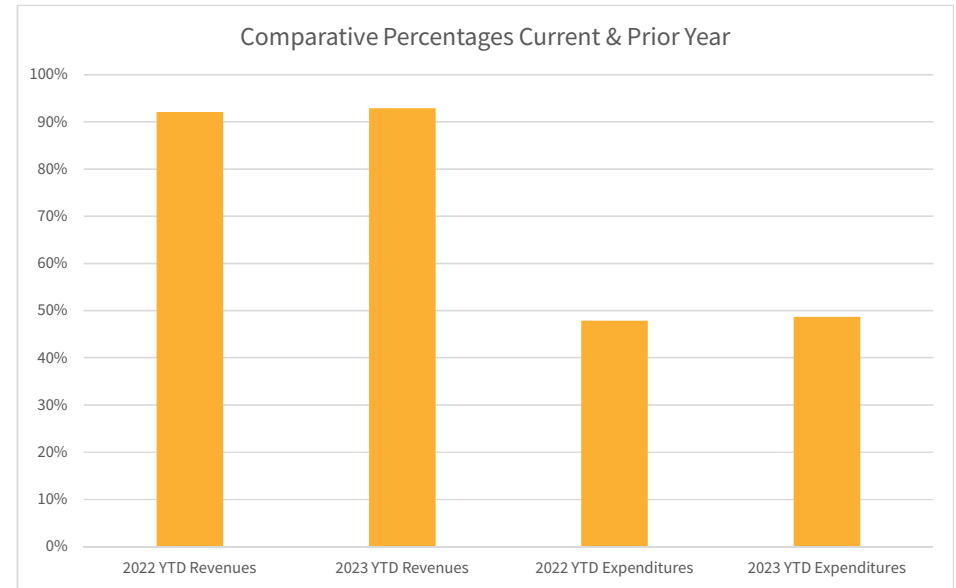
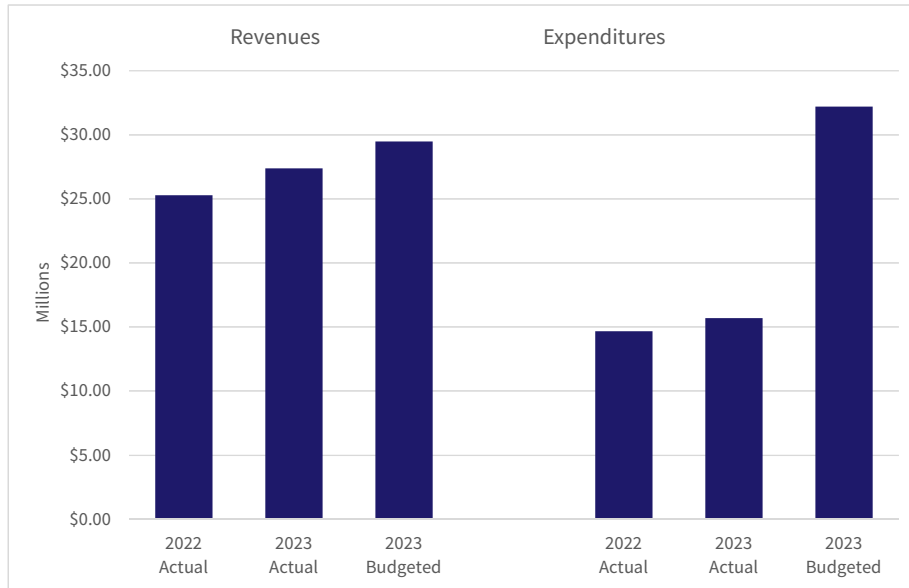
2022		
Account	Rate	Amount
Huntington Checking Account	0.100%	\$1,690,296.42
Huntington Investment Account	0.009%	\$10,080,093.85
*Kent County Pooled Funds	0.691%	\$55,934.07
Atlanta Capital Investments		\$11,589,868.00
		<u>\$23,416,192.34</u>

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended June 30



Budget to Actual with Prior Year Comparison		
Revenues		
2022 Actual	\$	25,297,537
2023 Actual	\$	27,403,509
2023 Budgeted	\$	29,478,777
Expenditures		
2022 Actual	\$	14,681,288
2023 Actual	\$	15,701,172
2023 Budgeted	\$	32,222,068

Comparative Percentages Current & Prior Year	
Account	Amount
2022 YTD Revenues	92.1%
2023 YTD Revenues	93.0%
2022 YTD Expenditures	47.9%
2023 YTD Expenditures	48.7%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2023 Through 6/30/2023
(In Whole Numbers)

	YTD Actual	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	26,426,727	26,483,315	(56,588)	(0)%
Penal Fines	0	600,000	(600,000)	(100)%
Charges for Services	18,280	35,000	(16,720)	(48)%
Interest Income	351,617	0	351,617	0 %
Public Donations	150,827	200,000	(49,173)	(25)%
Other Revenue	214,320	1,141,790	(927,470)	(81)%
State Sources	241,738	1,018,672	(776,934)	(76)%
Total Revenues	27,403,509	29,478,777	(2,075,268)	(7)%
Expenditures				
Salaries and Wages	6,319,559	13,856,694	7,537,135	54 %
Employee Benefits	1,999,750	4,150,785	2,151,035	52 %
Collections - Digital	1,835,016	2,673,678	838,662	31 %
Collections - Physical	947,428	2,495,390	1,547,962	62 %
Supplies	333,873	862,296	528,423	61 %
Contractual and Professional Services	1,110,293	2,163,067	1,052,774	49 %
Programming and Outreach	129,609	470,555	340,946	72 %
Maintenance and Utilities	1,656,028	3,383,632	1,727,604	51 %
Staff Development	130,292	369,102	238,810	65 %
Board Development	10,570	15,000	4,430	30 %
Other Expenditures	611,582	752,057	140,475	19 %
Capital Outlay	617,172	1,029,812	412,640	40 %
Total Expenditures	15,701,172	32,222,068	16,520,896	51 %
Excess Revenue Over (Under) Expenditures	11,702,337	(2,743,291)	14,445,628	(527)%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2023 Through 6/30/2023
(In Whole Numbers)

	YTD Ending June 30, 2022	YTD Ending June 30, 2023	Total Variance
Revenues			
Property Taxes	24,996,417	26,426,727	1,430,310
Charges for Services	21,046	18,280	(2,766)
Interest Income	(305,615)	351,617	657,232
Public Donations	109,120	150,827	41,708
Other Revenue	241,373	214,320	(27,053)
State Sources	235,197	241,738	6,541
Total Revenues	25,297,537	27,403,509	2,105,972
Expenditures			
Salaries and Wages	6,299,160	6,319,559	20,400
Employee Benefits	1,807,928	1,999,750	191,822
Collections - Digital	1,587,643	1,835,016	247,373
Collections - Physical	1,115,800	947,428	(168,372)
Supplies	262,087	333,873	71,786
Contractual and Professional Services	976,030	1,110,293	134,263
Programming and Outreach	111,111	129,609	18,497
Maintenance and Utilities	1,389,021	1,656,028	267,007
Staff Development	151,873	130,292	(21,582)
Board Development	10,833	10,570	(263)
Other Expenditures	478,272	611,582	133,310
Capital Outlay	491,529	617,172	125,643
Total Expenditures	14,681,288	15,701,172	1,019,884
Excess Revenue Over (Under) Expenditures	10,616,249	11,702,337	1,086,088

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2023 Through 6/30/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402 Current property taxes	642,806	26,183,370	26,214,517	(31,147)	(0)%
4412 Delinquent personal property taxes	144	30,882	10,000	20,882	209 %
4432 DNR - PILT	1,187	6,034	30,000	(23,966)	(80)%
4437 Industrial facilities taxes	256	206,442	228,798	(22,356)	(10)%
Total Property Taxes	644,393	26,426,727	26,483,315	(56,588)	(0)%
Penal Fines					
4581 Penal fines	0	0	600,000	(600,000)	(100)%
Total Penal Fines	0	0	600,000	(600,000)	(100)%
Charges for Services					
4660 Other Patron Fees	66	735	35,000	(34,265)	(98)%
4685 Materials replacement charges	3,264	17,545	0	17,545	0 %
Total Charges for Services	3,330	18,280	35,000	(16,720)	(48)%
Interest Income					
4664 Interest Earned on Restricted Investments	127	561	0	561	0 %
4665 Interest earned on deposits and investments	14,137	340,397	0	340,397	0 %
4666 Interest Earned - Property Taxes	1,384	10,658	0	10,658	0 %
Total Interest Income	15,648	351,617	0	351,617	0 %
Public Donations					
4673 Restricted donations	25,080	128,817	0	128,817	0 %
4674 Unrestricted donations	2,369	22,011	200,000	(177,989)	(89)%
Total Public Donations	27,448	150,827	200,000	(49,173)	(25)%
Other Revenue					
4502 Universal Service Fund - eRate	0	137,239	1,137,290	(1,000,051)	(88)%
4651 Admission/Entry fees	0	434	0	434	0 %
4668 Royalties	0	1,478	0	1,478	0 %
4672 Local grants	(2,250)	0	0	0	0 %
4686 Sale of Equipment	165	613	0	613	0 %
4688 Miscellaneous	200	847	4,500	(3,653)	(81)%
4695 Health Insurance Plan Experience Rebate	0	73,710	0	73,710	0 %
Total Other Revenue	(1,885)	214,320	1,141,790	(927,470)	(81)%
State Sources					
4540 State Aid	0	221,125	431,600	(210,476)	(49)%
4541 State aid - LBPH/TBBC	0	20,536	41,072	(20,536)	(50)%
4548 Renaissance Zone reimbursement	0	0	76,000	(76,000)	(100)%
4549 Personal Property tax reimbursement	78	78	470,000	(469,922)	(100)%
Total State Sources	78	241,738	1,018,672	(776,934)	(76)%
Total Revenues	689,011	27,403,509	29,478,777	(2,075,268)	(7)%
Expenditures					
Salaries and Wages					
5700 Board Stipend	390	1,560	3,900	2,340	60 %
5706 Extra duty stipends	100	1,650	0	(1,650)	0 %
5713 Salary & Wages	1,040,951	6,316,349	13,852,794	7,536,445	54 %
Total Salaries and Wages	1,041,441	6,319,559	13,856,694	7,537,135	54 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2023 Through 6/30/2023
(In Whole Numbers)

	Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
Employee Benefits					
5709 FICA	76,953	465,187	1,059,739	594,551	56 %
5716 Defined Benefit Pension Plan Expenditures	0	0	38,225	38,225	100 %
5717 Defined Contribution Pension Plan Contributions	45,358	277,744	814,576	536,832	66 %
5718 Employee Health Benefits	131,760	848,336	1,767,446	919,110	52 %
5720 HSA/Flex	5	369,272	380,000	10,728	3 %
5730 Other Employee Benefits	4,835	39,211	90,800	51,589	57 %
Total Employee Benefits	258,911	1,999,750	4,150,785	2,151,035	52 %
Collections - Digital					
5785 Cloud Library/OverDrive	400,000	1,150,000	1,725,000	575,000	33 %
5786 Hoopla	0	321,000	574,000	253,000	44 %
5787 Digital Collection	4,649	138,435	144,073	5,638	4 %
5788 Miscellaneous Electronic Access	0	225,581	230,605	5,024	2 %
Total Collections - Digital	404,649	1,835,016	2,673,678	838,662	31 %
Collections - Physical					
5791 Subscriptions	(935)	73,010	91,540	18,530	20 %
5815 KDL Cruisers	4,000	6,000	12,500	6,500	52 %
5871 Branch Local Materials - Restricted Donation Expenditures	752	2,685	0	(2,685)	0 %
5982 Collection Materials - Depreciable	120,279	707,718	1,469,300	761,582	52 %
5983 CD/DVD Collection Materials - Non-Depreciable	31,363	155,838	402,250	246,412	61 %
5984 Beyond Books Collection - Non-Depreciable	553	2,177	519,800	517,623	100 %
Total Collections - Physical	156,012	947,428	2,495,390	1,547,962	62 %
Supplies					
5750 Collection Processing & AV Supplies	10,005	69,587	161,265	91,678	57 %
5751 Supplies	8,102	54,067	154,086	100,019	65 %
5760 Technology & Accessories <\$1000	(1,036)	53,237	111,880	58,643	52 %
5764 KDL Staff Event, Supplies & Awards	3,694	9,025	70,000	60,975	87 %
5768 Promotions Supplies	66	6,319	35,610	29,291	82 %
5770 Other Awards/Prizes	7,575	86,806	200,300	113,494	57 %
5790 Books (not for circulation)	4,805	4,943	40,585	35,642	88 %
5851 Mail/Postage	277	5,213	7,600	2,387	31 %
5900 Copier/Printer Overage Charges	12,660	44,674	80,970	36,296	45 %
Total Supplies	46,146	333,873	862,296	528,423	61 %
Contractual and Professional Services					
5792 Software	26,351	340,854	753,278	412,424	55 %
5801 Professional & Other Contracted Services	52,799	466,482	823,190	356,708	43 %
5813 Delivery Services	22,589	89,038	193,235	104,197	54 %
5814 Security Services	1,895	11,333	31,100	19,767	64 %
5817 Lakeland Library Co-op services	0	3,213	6,425	3,213	50 %
5827 Catering	1,139	4,513	46,448	41,935	90 %
5890 ILS Fees	1,440	106,300	140,744	34,444	24 %
5891 Licenses and Fees	13,165	88,559	168,647	80,088	47 %
Total Contractual and Professional Services	119,379	1,110,293	2,163,067	1,052,774	49 %
Programming and Outreach					

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2023 Through 6/30/2023
(In Whole Numbers)

		Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
5795	Programming & Outreach Supplies	17,006	55,547	219,375	163,828	75 %
5885	Speakers/Performers	25,357	74,061	251,180	177,119	71 %
	Total Programming and Outreach	42,363	129,609	470,555	340,946	72 %
	Maintenance and Utilities					
5810	IT COLO Infrastructure Services	0	296,016	975,000	678,984	70 %
5822	Maintenance Contracts	(1,175)	3,444	12,000	8,556	71 %
5848	Mobile Hotspots	83	185,329	225,315	39,986	18 %
5849	Cell Phones/ Stipends	901	11,917	27,469	15,552	57 %
5850	Telephones	2,589	26,682	37,000	10,318	28 %
5852	Internet/Telecomm Services	56,513	344,007	865,000	520,993	60 %
5919	Waste Disposal	463	2,818	8,200	5,382	66 %
5920	Utlities	4,642	24,892	90,000	65,108	72 %
5925	Lawn care & Snowplowing	922	13,773	40,000	26,227	66 %
5928	Branch Maintenance Fees	283,051	425,564	564,786	139,223	25 %
5930	Repairs & Maintenance	4,870	15,090	112,740	97,650	87 %
5933	Software & IT Hardware Maintenance Agreements	(2,226)	102,059	195,000	92,941	48 %
5940	Rentals & Leases	6,560	204,438	231,122	26,684	12 %
	Total Maintenance and Utilities	357,193	1,656,028	3,383,632	1,727,604	51 %
	Staff Development					
5910	Staff Development & Conferences	16,821	130,292	369,102	238,810	65 %
	Total Staff Development	16,821	130,292	369,102	238,810	65 %
	Board Development					
5908	Board Development	93	10,570	15,000	4,430	30 %
	Total Board Development	93	10,570	15,000	4,430	30 %
	Other Expenditures					
5759	Gas, Oil, Grease	279	1,500	10,050	8,550	85 %
5860	Parking	191	636	4,245	3,610	85 %
5861	Mileage Reimbursement	4,971	21,941	65,447	43,506	66 %
5870	Branch Local Misc - Restricted Donation Expenditures	10,718	123,461	0	(123,461)	0 %
5873	Website	0	162,932	163,900	968	1 %
5875	Advertising	13,578	49,351	160,690	111,339	69 %
5901	Outsourced Printing & Publishing	9,020	27,416	74,000	46,584	63 %
5906	Community Outreach	3,321	9,910	36,300	26,390	73 %
5907	Sponsorships/Donations	1,500	2,032	7,845	5,813	74 %
5935	Insurance	0	110,069	104,880	(5,189)	(5)%
5939	Workers Compensation Insurance	0	37,541	35,000	(2,541)	(7)%
5955	Miscellaneous	59,425	59,981	35,400	(24,581)	(69)%
5959	Sales Taxes	(26)	(43)	700	743	106 %
5964	Property Tax Reimbursement	2,054	3,867	50,000	46,133	92 %
5965	MEL Return Items	95	990	3,600	2,610	72 %
	Total Other Expenditures	105,127	611,582	752,057	140,475	19 %
	Capital Outlay					
5974	Land Improvements - Depreciable	0	0	20,000	20,000	100 %
5977	Technology - Non-Depreciable (\$1000-4999)	(7,507)	94,394	213,100	118,706	56 %
5978	Technology - Depreciable (5,000+)	9,648	9,648	445,000	435,352	98 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 6/1/2023 Through 6/30/2023
(In Whole Numbers)

		Current Month	2023 YTD	2023 Original Budget	2023 Original Budget to Actual Variance	Percent Remaining
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	1,963	114,208	351,712	237,504	68 %
5980	Equipment/Furniture - Depreciable (\$5000+)	24,105	398,923	0	(398,923)	0 %
	Total Capital Outlay	28,209	617,172	1,029,812	412,640	40 %
	Total Expenditures	2,576,342	15,701,172	32,222,068	16,520,896	51 %
	Excess Revenue Over (Under) Expenditures	(1,887,331)	11,702,337	(2,743,291)	14,445,628	(527)%

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 6/1/2023 Through 6/30/2023

Check Number	Vendor Name	Check Amount	Check Date
86739	Overdrive, Inc	400,000.00	6/27/2023
AP-231380000418	Priority Health	153,716.90	6/2/2023
86669	TMC Furniture, Inc.	80,772.00	6/14/2023
86632	Everstream Holding LLC- Michigan	54,395.77	6/14/2023
86619	Baker & Taylor	45,822.84	6/14/2023
86699	City Of Wyoming - Treasurer's Office	41,027.00	6/27/2023
86696	City Of Kentwood Treasurer	40,965.00	6/27/2023
86668	TLIC Securing and Managing Networks	30,092.50	6/14/2023
86694	City Of East Grand Rapids	26,950.00	6/27/2023
86743	Plainfield Charter Township	25,131.00	6/27/2023
86695	City Of Grandville	23,248.00	6/27/2023
86691	Cascade Charter Township	21,913.00	6/27/2023
86679	Ada Township	20,641.00	6/27/2023
86659	Rehmann Technology Solutions, LLC	19,351.80	6/14/2023
86757	The Tuesday Agency	17,500.00	6/27/2023
86641	IP Consulting, Inc.	15,802.40	6/14/2023
86690	Caledonia Township	15,464.00	6/27/2023
86720	Jim Gill, Inc.	15,000.00	6/27/2023
86740	Pam Spring Advertising, Llc	13,157.00	6/27/2023
86744	Rehmann Robson LLC	13,000.00	6/27/2023
86651	Michigan Office Solutions (MOS)	12,906.03	6/14/2023
AP-June 2023	Priority Health	12,863.53	6/1/2023
86689	Byron Township	12,610.00	6/27/2023
86721	HP3 LLC / JW Marriott Grand Rapids	10,750.00	6/27/2023
86734	Midwest Tape LLC	10,506.93	6/27/2023
86663	Same Day Delivery, Inc	10,500.00	6/14/2023
86708	Gaines Charter Township	9,260.00	6/27/2023
86749	Same Day Delivery, Inc	8,731.00	6/27/2023
86686	Baker & Taylor	8,631.03	6/27/2023
86698	City Of Rockford	8,555.00	6/27/2023
86737	Nelson Township	7,886.00	6/27/2023
86697	City Of Lowell	7,741.00	6/27/2023
86626	Comerica Bank	7,675.37	6/14/2023
86762	Walker City Treasurer	7,600.00	6/27/2023
86700	Comerica Bank	7,346.22	6/27/2023
86730	Midwest Collaborative For Library Services	6,716.55	6/27/2023
86654	Midwest Tape LLC	6,525.32	6/14/2023
86727	Maner Costerisan	6,300.00	6/27/2023
86646	Library Ideas, Llc	6,150.60	6/14/2023
86715	Holland Litho Printing Services	5,926.01	6/27/2023
86688	Bowne Township	5,472.00	6/27/2023
AP-04573438	Paycor, Inc.	5,418.60	6/8/2023
86758	Thomas Klise/Crimson Multimedia	4,760.00	6/27/2023
86636	Governmental Consultant Services Inc.	4,000.00	6/14/2023
86640	Huron Associates LLC	3,960.00	6/14/2023
86629	Dykhous Construction, Inc	3,956.71	6/14/2023
86644	KnowBe4, Inc.	3,930.50	6/14/2023
86608	Authors Unbound Agency	3,850.00	6/14/2023
AP-June 2023	PLIC - SBD Grand Island	3,589.78	6/1/2023
86760	Tyrone Township	3,581.00	6/27/2023
86711	EasyVista, Inc.	3,321.00	6/27/2023
86706	Playaway Products LLC	3,146.29	6/27/2023
ING063220	Ingram Library Services Llc	3,084.21	6/30/2023

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Check Number	Vendor Name	Check Amount	Check Date
AP-207147103823	Consumers Energy	3,052.75	6/5/2023
86680	Alpine Township	3,007.00	6/27/2023
86675	Young Money Finances	3,000.00	6/14/2023
86674	Xerox Financial Services LLC	2,904.22	6/14/2023
86639	Holland Litho Printing Services	2,806.65	6/14/2023
AP-9274	TelNet Worldwide, Inc.	2,588.54	6/23/2023
86649	Michael Garlick / Doctor Slime's Science Shows	2,500.00	6/14/2023
86667	Thomas Klise/Crimson Multimedia	2,360.00	6/14/2023
AP-667552052119	Doyle Operations, Inc. / Distinctive Catering	2,100.00	6/20/2023
86723	Kent County Treasurer-Mi Tax Tribunal Refunds	2,054.21	6/27/2023
ING063343	Ingram Library Services Llc	2,030.16	6/30/2023
86754	Spencer Township	2,000.00	6/27/2023
86637	GR Bikes, LLC	2,000.00	6/14/2023
86712	GR Bikes, LLC	2,000.00	6/27/2023
86761	UAW Local 2600	1,986.81	6/27/2023
86671	UAW Local 2600	1,984.70	6/14/2023
86747	RNL Graphics Solutions, LLC	1,974.95	6/27/2023
ING063300	Ingram Library Services Llc	1,840.53	6/30/2023
AP-603598	123.Net, Inc	1,724.00	6/9/2023
86725	Pre-Paid Legal Services, Inc.	1,686.85	6/27/2023
86622	Central Michigan Paper	1,560.00	6/14/2023
86606	Affinity Mentoring	1,500.00	6/14/2023
86664	Sirsidynix	1,440.00	6/14/2023
86655	Lifeworks (US) LTD.	1,424.43	6/14/2023
86670	Troost Service Company	1,411.98	6/14/2023
ING063132	Ingram Library Services Llc	1,380.96	6/30/2023
86693	Central Michigan Paper	1,380.00	6/27/2023
86666	Daniel Raynor / Stevens Puppets	1,350.00	6/14/2023
86660	RNL Graphics Solutions, LLC	1,347.60	6/14/2023
86710	Gerrits Appliance, Inc.	1,295.00	6/27/2023
ING063309	Ingram Library Services Llc	1,263.88	6/30/2023
86648	Mermaid Molly Entertainment LLC	1,237.50	6/14/2023
86605	Advanced Benefit Solutions, Inc / 44 North	1,237.00	6/14/2023
86672	Unique	1,233.83	6/14/2023
86722	Kalamazoo Sanitary Supply / KSS Enterprises	1,225.20	6/27/2023
ING063182	Ingram Library Services Llc	1,183.94	6/30/2023
ING063401	Ingram Library Services Llc	1,124.77	6/30/2023
ING063411	Ingram Library Services Llc	1,095.90	6/30/2023
86628	DK Security	1,071.20	6/14/2023
86656	Nationwide	1,042.26	6/14/2023
ING063259	Ingram Library Services Llc	1,014.08	6/30/2023
86603	ACP Entertainment, Inc.	1,000.00	6/14/2023
AP-204834534411	Consumers Energy	999.05	6/8/2023
ING063410	Ingram Library Services Llc	982.87	6/30/2023
ING063334	Ingram Library Services Llc	964.54	6/30/2023
ING063212	Ingram Library Services Llc	942.05	6/30/2023
ING063344	Ingram Library Services Llc	936.99	6/30/2023
86607	All Season Lawn Care	921.50	6/14/2023
86687	Blackstone Audio Inc	909.18	6/27/2023
86643	Kalamazoo Sanitary Supply / KSS Enterprises	902.11	6/14/2023
86602	Brynne Barnes	900.00	6/1/2023
ING063092	Ingram Library Services Llc	871.95	6/30/2023
86633	Playaway Products LLC	827.86	6/14/2023

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Check Number	Vendor Name	Check Amount	Check Date
86736	Morgan Hanks	824.00	6/27/2023
86704	DK Security	824.00	6/27/2023
86764	Xerox Financial Services LLC	815.64	6/27/2023
86627	Demco, Inc	800.47	6/14/2023
86703	Diane Damuth	777.80	6/27/2023
ING063319	Ingram Library Services Llc	751.29	6/30/2023
86657	NorthEast Print House	750.00	6/14/2023
ING063102	Ingram Library Services Llc	744.34	6/30/2023
ING063386	Ingram Library Services Llc	741.39	6/30/2023
ING063096	Ingram Library Services Llc	723.37	6/30/2023
AP-04587917	Paycor, Inc.	709.25	6/22/2023
86741	Penworthy Co.	707.48	6/27/2023
AP-0004947185	Delta Dental Of Michigan	704.72	6/12/2023
ING063393	Ingram Library Services Llc	686.64	6/30/2023
ING063325	Ingram Library Services Llc	686.03	6/30/2023
AP-016201	Medtipster.com, LLC.	668.18	6/16/2023
ING063027	Ingram Library Services Llc	644.50	6/30/2023
ING063033	Ingram Library Services Llc	638.54	6/30/2023
ING063312	Ingram Library Services Llc	634.91	6/30/2023
ING063077	Ingram Library Services Llc	612.07	6/30/2023
ING063364	Ingram Library Services Llc	592.40	6/30/2023
AP-04514705	Paycor, Inc.	590.75	6/1/2023
ING063079	Ingram Library Services Llc	590.19	6/30/2023
AP-2036757-0523	Dte Energy	590.09	6/2/2023
ING063101	Ingram Library Services Llc	583.80	6/30/2023
ING063192	Ingram Library Services Llc	583.62	6/30/2023
ING063150	Ingram Library Services Llc	562.28	6/30/2023
86748	Sabopr	532.40	6/27/2023
ING063121	Ingram Library Services Llc	531.47	6/30/2023
ING063186	Ingram Library Services Llc	529.07	6/30/2023
ING063048	Ingram Library Services Llc	519.80	6/30/2023
ING063144	Ingram Library Services Llc	519.69	6/30/2023
86756	The Rosen Publishing Group, Inc.	516.75	6/27/2023
86709	Cengage Learning	513.40	6/27/2023
ING063034	Ingram Library Services Llc	509.33	6/30/2023
ING063051	Ingram Library Services Llc	504.38	6/30/2023
86624	City Of East Grand Rapids	500.00	6/14/2023
86692	Center Point Publishing	498.57	6/27/2023
ING063387	Ingram Library Services Llc	495.83	6/30/2023
ING063093	Ingram Library Services Llc	489.95	6/30/2023
86630	ClearStar, Inc.	482.40	6/14/2023
86676	Association of Bookmobile and Outreach Services	475.00	6/27/2023
ING063345	Ingram Library Services Llc	471.04	6/30/2023
ING063231	Ingram Library Services Llc	470.92	6/30/2023
ING063251	Ingram Library Services Llc	468.00	6/30/2023
AP-2666974	Arrowaste	463.45	6/16/2023
ING063277	Ingram Library Services Llc	452.39	6/30/2023
ING063375	Ingram Library Services Llc	451.45	6/30/2023
ING063062	Ingram Library Services Llc	449.07	6/30/2023
ING063380	Ingram Library Services Llc	439.37	6/30/2023
ING063100	Ingram Library Services Llc	437.26	6/30/2023
ING063346	Ingram Library Services Llc	413.24	6/30/2023

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Check Number	Vendor Name	Check Amount	Check Date
ING063099	Ingram Library Services Llc	412.78	6/30/2023
86763	Wolverine Printing Company	412.20	6/27/2023
ING063357	Ingram Library Services Llc	409.77	6/30/2023
ING063061	Ingram Library Services Llc	407.21	6/30/2023
ING063078	Ingram Library Services Llc	401.25	6/30/2023
ING063311	Ingram Library Services Llc	390.79	6/30/2023
86678	Absopure Water Company	384.75	6/27/2023
ING063229	Ingram Library Services Llc	361.58	6/30/2023
ING063285	Ingram Library Services Llc	351.59	6/30/2023
ING063073	Ingram Library Services Llc	335.20	6/30/2023
86647	Lindenmeyr Munroe	334.75	6/14/2023
ING063065	Ingram Library Services Llc	326.27	6/30/2023
ING063196	Ingram Library Services Llc	325.85	6/30/2023
ING063253	Ingram Library Services Llc	323.24	6/30/2023
86681	American Library Association	321.00	6/27/2023
ING063119	Ingram Library Services Llc	316.81	6/30/2023
ING063295	Ingram Library Services Llc	314.33	6/30/2023
ING063353	Ingram Library Services Llc	310.51	6/30/2023
86759	Tippy Cow Ice Cream, LLC	300.00	6/27/2023
ING063084	Ingram Library Services Llc	293.10	6/30/2023
ING063256	Ingram Library Services Llc	266.95	6/30/2023
AP-2911282-0523	Comcast Cable	266.55	6/9/2023
ING063287	Ingram Library Services Llc	263.86	6/30/2023
ING063374	Ingram Library Services Llc	263.45	6/30/2023
ING063122	Ingram Library Services Llc	261.27	6/30/2023
ING063066	Ingram Library Services Llc	259.36	6/30/2023
ING063326	Ingram Library Services Llc	250.62	6/30/2023
ING063414	Ingram Library Services Llc	248.40	6/30/2023
ING063273	Ingram Library Services Llc	247.32	6/30/2023
ING063265	Ingram Library Services Llc	242.70	6/30/2023
ING063409	Ingram Library Services Llc	242.19	6/30/2023
ING063117	Ingram Library Services Llc	241.91	6/30/2023
ING063103	Ingram Library Services Llc	240.45	6/30/2023
86604	Adtegrity / Media Place Partners	240.37	6/14/2023
86658	Performance Assessment Network	240.00	6/14/2023
ING063097	Ingram Library Services Llc	236.59	6/30/2023
ING063250	Ingram Library Services Llc	235.72	6/30/2023
86634	Foster, Swift, Collins & Smith, P.C.	235.00	6/14/2023
86707	Foster, Swift, Collins & Smith, P.C.	235.00	6/27/2023
ING063419	Ingram Library Services Llc	234.54	6/30/2023
ING063046	Ingram Library Services Llc	233.64	6/30/2023
ING063232	Ingram Library Services Llc	230.81	6/30/2023
ING063323	Ingram Library Services Llc	229.81	6/30/2023
ING063327	Ingram Library Services Llc	228.86	6/30/2023
ING063145	Ingram Library Services Llc	225.43	6/30/2023
86752	Sheri Glon	224.00	6/27/2023
ING063189	Ingram Library Services Llc	222.00	6/30/2023
ING063111	Ingram Library Services Llc	221.52	6/30/2023
ING063219	Ingram Library Services Llc	220.52	6/30/2023
86621	Blackstone Audio Inc	219.98	6/14/2023
ING063151	Ingram Library Services Llc	212.35	6/30/2023
ING063088	Ingram Library Services Llc	210.99	6/30/2023
ING063321	Ingram Library Services Llc	210.43	6/30/2023

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Check/Voucher Register - Check Register - Board Report
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Check Number	Vendor Name	Check Amount	Check Date
ING063249	Ingram Library Services Llc	210.14	6/30/2023
ING063260	Ingram Library Services Llc	203.76	6/30/2023
ING063218	Ingram Library Services Llc	203.73	6/30/2023
ING063047	Ingram Library Services Llc	200.35	6/30/2023
86729	David Medema / Medema Consulting Associates LLC	200.00	6/27/2023
ING063162	Ingram Library Services Llc	199.56	6/30/2023
ING063153	Ingram Library Services Llc	198.71	6/30/2023
ING063243	Ingram Library Services Llc	198.51	6/30/2023
ING063235	Ingram Library Services Llc	198.47	6/30/2023
ING063171	Ingram Library Services Llc	198.37	6/30/2023
ING063169	Ingram Library Services Llc	198.00	6/30/2023
86642	John Ball Zoo	197.00	6/14/2023
ING063335	Ingram Library Services Llc	194.99	6/30/2023
ING063305	Ingram Library Services Llc	190.71	6/30/2023
ING063283	Ingram Library Services Llc	190.06	6/30/2023
ING063178	Ingram Library Services Llc	189.96	6/30/2023
ING063269	Ingram Library Services Llc	188.86	6/30/2023
ING063338	Ingram Library Services Llc	186.33	6/30/2023
ING063316	Ingram Library Services Llc	185.17	6/30/2023
ING063063	Ingram Library Services Llc	182.76	6/30/2023
ING063362	Ingram Library Services Llc	181.59	6/30/2023
ING063167	Ingram Library Services Llc	177.46	6/30/2023
ING063166	Ingram Library Services Llc	170.40	6/30/2023
ING063352	Ingram Library Services Llc	170.31	6/30/2023
ING063074	Ingram Library Services Llc	169.77	6/30/2023
ING063217	Ingram Library Services Llc	168.26	6/30/2023
ING063351	Ingram Library Services Llc	167.71	6/30/2023
ING063118	Ingram Library Services Llc	166.73	6/30/2023
ING063041	Ingram Library Services Llc	166.58	6/30/2023
ING063268	Ingram Library Services Llc	165.50	6/30/2023
ING063412	Ingram Library Services Llc	164.99	6/30/2023
ING063127	Ingram Library Services Llc	164.50	6/30/2023
86635	Cengage Learning	163.15	6/14/2023
ING063348	Ingram Library Services Llc	160.17	6/30/2023
ING063244	Ingram Library Services Llc	159.89	6/30/2023
ING063397	Ingram Library Services Llc	159.81	6/30/2023
ING063133	Ingram Library Services Llc	158.27	6/30/2023
ING063262	Ingram Library Services Llc	158.20	6/30/2023
ING063123	Ingram Library Services Llc	151.41	6/30/2023
ING063406	Ingram Library Services Llc	150.48	6/30/2023
ING063371	Ingram Library Services Llc	147.96	6/30/2023
ING063274	Ingram Library Services Llc	147.74	6/30/2023
ING063030	Ingram Library Services Llc	146.69	6/30/2023
ING063115	Ingram Library Services Llc	144.02	6/30/2023
ING063064	Ingram Library Services Llc	143.58	6/30/2023
ING063107	Ingram Library Services Llc	142.44	6/30/2023
ING063379	Ingram Library Services Llc	139.16	6/30/2023
ING063282	Ingram Library Services Llc	137.24	6/30/2023
86750	Shaunna Martz	136.28	6/27/2023
86714	Hispanic Center of Western Michigan	135.00	6/27/2023
86705	ClearStar, Inc.	133.20	6/27/2023
ING063040	Ingram Library Services Llc	131.98	6/30/2023

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86735	Mlive Media Group	131.66	6/27/2023
ING063396	Ingram Library Services Llc	130.16	6/30/2023
AP-0021585-0623	Comcast Cable	126.90	6/26/2023
ING063188	Ingram Library Services Llc	125.73	6/30/2023
ING063407	Ingram Library Services Llc	124.30	6/30/2023
ING063318	Ingram Library Services Llc	123.14	6/30/2023
ING063302	Ingram Library Services Llc	122.92	6/30/2023
ING063128	Ingram Library Services Llc	122.86	6/30/2023
86753	Shirley Bruursema	121.96	6/27/2023
ING063301	Ingram Library Services Llc	121.63	6/30/2023
ING063303	Ingram Library Services Llc	121.45	6/30/2023
ING063124	Ingram Library Services Llc	120.92	6/30/2023
ING063296	Ingram Library Services Llc	120.73	6/30/2023
86631	Everlasting Green Plantscape LLC	120.00	6/14/2023
ING063377	Ingram Library Services Llc	118.49	6/30/2023
ING063209	Ingram Library Services Llc	113.51	6/30/2023
ING063202	Ingram Library Services Llc	112.07	6/30/2023
ING063180	Ingram Library Services Llc	110.22	6/30/2023
ING063129	Ingram Library Services Llc	109.93	6/30/2023
ING063044	Ingram Library Services Llc	106.35	6/30/2023
86650	Michelle Roossien	106.11	6/14/2023
ING063076	Ingram Library Services Llc	105.92	6/30/2023
ING063381	Ingram Library Services Llc	105.62	6/30/2023
86702	Deb Schultz	105.00	6/27/2023
ING063057	Ingram Library Services Llc	103.17	6/30/2023
ING063154	Ingram Library Services Llc	102.70	6/30/2023
86673	Vital Records Holdings, LLC / VRC Companies, LLC	102.66	6/14/2023
ING063224	Ingram Library Services Llc	102.59	6/30/2023
ING063086	Ingram Library Services Llc	101.80	6/30/2023
ING063109	Ingram Library Services Llc	101.74	6/30/2023
ING063068	Ingram Library Services Llc	101.72	6/30/2023
ING063347	Ingram Library Services Llc	100.85	6/30/2023
ING063070	Ingram Library Services Llc	100.73	6/30/2023
ING063179	Ingram Library Services Llc	100.22	6/30/2023
ING063272	Ingram Library Services Llc	100.19	6/30/2023
ING063190	Ingram Library Services Llc	100.12	6/30/2023
ING063355	Ingram Library Services Llc	100.01	6/30/2023
86716	Holly Goulet	100.00	6/27/2023
ING063082	Ingram Library Services Llc	99.79	6/30/2023
ING063252	Ingram Library Services Llc	98.82	6/30/2023
AP-2784304	TASC	98.66	6/27/2023
ING063291	Ingram Library Services Llc	98.60	6/30/2023
ING063152	Ingram Library Services Llc	98.31	6/30/2023
ING063094	Ingram Library Services Llc	98.15	6/30/2023
ING063168	Ingram Library Services Llc	97.67	6/30/2023
ING063320	Ingram Library Services Llc	97.60	6/30/2023
ING063298	Ingram Library Services Llc	97.46	6/30/2023
ING063163	Ingram Library Services Llc	96.82	6/30/2023
ING063390	Ingram Library Services Llc	96.71	6/30/2023
ING063293	Ingram Library Services Llc	96.07	6/30/2023
ING063361	Ingram Library Services Llc	95.13	6/30/2023
ING063223	Ingram Library Services Llc	95.06	6/30/2023

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Check Number	Vendor Name	Check Amount	Check Date
86682	Angela Deckard	94.00	6/27/2023
86683	Anna Dyer	94.00	6/27/2023
ING063197	Ingram Library Services Llc	93.94	6/30/2023
86713	Grainger	93.91	6/27/2023
AP-AE06-22-2023	Andrew Erlewein	92.84	6/30/2023
ING063408	Ingram Library Services Llc	91.57	6/30/2023
ING063286	Ingram Library Services Llc	90.86	6/30/2023
ING063382	Ingram Library Services Llc	90.47	6/30/2023
ING063106	Ingram Library Services Llc	89.99	6/30/2023
ING063069	Ingram Library Services Llc	89.25	6/30/2023
ING063158	Ingram Library Services Llc	88.81	6/30/2023
ING063322	Ingram Library Services Llc	88.64	6/30/2023
ING063176	Ingram Library Services Llc	87.77	6/30/2023
86726	Madelyn Besaw	87.34	6/27/2023
ING063416	Ingram Library Services Llc	86.79	6/30/2023
ING063172	Ingram Library Services Llc	86.72	6/30/2023
ING063415	Ingram Library Services Llc	86.51	6/30/2023
ING063060	Ingram Library Services Llc	86.31	6/30/2023
ING063211	Ingram Library Services Llc	86.17	6/30/2023
ING063360	Ingram Library Services Llc	86.13	6/30/2023
ING063258	Ingram Library Services Llc	86.13	6/30/2023
ING063261	Ingram Library Services Llc	85.94	6/30/2023
ING063087	Ingram Library Services Llc	85.61	6/30/2023
ING063112	Ingram Library Services Llc	85.14	6/30/2023
ING063203	Ingram Library Services Llc	85.00	6/30/2023
ING063130	Ingram Library Services Llc	84.89	6/30/2023
ING063333	Ingram Library Services Llc	84.79	6/30/2023
ING063081	Ingram Library Services Llc	83.31	6/30/2023
AP-9933880575	Verizon Wireless - MiFy Routers & Cell phones	82.96	6/2/2023
ING063155	Ingram Library Services Llc	82.13	6/30/2023
ING063385	Ingram Library Services Llc	82.12	6/30/2023
ING063183	Ingram Library Services Llc	81.29	6/30/2023
ING063226	Ingram Library Services Llc	79.40	6/30/2023
ING063104	Ingram Library Services Llc	78.84	6/30/2023
ING063281	Ingram Library Services Llc	78.08	6/30/2023
ING063236	Ingram Library Services Llc	73.79	6/30/2023
ING063105	Ingram Library Services Llc	73.05	6/30/2023
ING063264	Ingram Library Services Llc	72.04	6/30/2023
ING063367	Ingram Library Services Llc	71.74	6/30/2023
ING063210	Ingram Library Services Llc	71.28	6/30/2023
ING063187	Ingram Library Services Llc	71.18	6/30/2023
ING063045	Ingram Library Services Llc	71.01	6/30/2023
ING063290	Ingram Library Services Llc	70.98	6/30/2023
ING063067	Ingram Library Services Llc	70.37	6/30/2023
ING063237	Ingram Library Services Llc	70.13	6/30/2023
ING063199	Ingram Library Services Llc	69.04	6/30/2023
AP-CH5-18-23	Carla Hotz	68.51	6/30/2023
AP-PW5-18-23	Sarah Ann Weller	68.51	6/30/2023
ING063358	Ingram Library Services Llc	67.95	6/30/2023
ING063363	Ingram Library Services Llc	67.92	6/30/2023
ING063206	Ingram Library Services Llc	67.91	6/30/2023
ING063270	Ingram Library Services Llc	67.85	6/30/2023
ING063369	Ingram Library Services Llc	67.84	6/30/2023

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Check Number	Vendor Name	Check Amount	Check Date
ING063120	Ingram Library Services Llc	67.83	6/30/2023
ING063091	Ingram Library Services Llc	67.82	6/30/2023
ING063085	Ingram Library Services Llc	67.79	6/30/2023
ING063314	Ingram Library Services Llc	67.47	6/30/2023
ING063315	Ingram Library Services Llc	67.23	6/30/2023
ING063185	Ingram Library Services Llc	66.14	6/30/2023
ING063332	Ingram Library Services Llc	66.12	6/30/2023
ING063267	Ingram Library Services Llc	65.58	6/30/2023
ING063058	Ingram Library Services Llc	65.52	6/30/2023
ING063114	Ingram Library Services Llc	64.50	6/30/2023
ING063184	Ingram Library Services Llc	64.49	6/30/2023
ING063110	Ingram Library Services Llc	64.42	6/30/2023
ING063242	Ingram Library Services Llc	63.71	6/30/2023
ING063053	Ingram Library Services Llc	63.69	6/30/2023
ING063108	Ingram Library Services Llc	63.65	6/30/2023
ING063245	Ingram Library Services Llc	62.92	6/30/2023
ING063395	Ingram Library Services Llc	61.29	6/30/2023
ING063266	Ingram Library Services Llc	61.15	6/30/2023
ING063284	Ingram Library Services Llc	61.11	6/30/2023
ING063248	Ingram Library Services Llc	60.88	6/30/2023
ING063294	Ingram Library Services Llc	60.38	6/30/2023
ING063391	Ingram Library Services Llc	60.35	6/30/2023
ING063403	Ingram Library Services Llc	60.28	6/30/2023
ING063198	Ingram Library Services Llc	60.26	6/30/2023
ING063036	Ingram Library Services Llc	60.26	6/30/2023
ING063126	Ingram Library Services Llc	60.23	6/30/2023
AP-TC5-18-23	Tracy Chrenka	59.87	6/30/2023
86665	Staples Business Advantage	59.63	6/14/2023
ING063389	Ingram Library Services Llc	59.32	6/30/2023
ING063208	Ingram Library Services Llc	59.04	6/30/2023
ING063304	Ingram Library Services Llc	57.98	6/30/2023
86717	Van Wylen Library - Hope College	57.95	6/27/2023
ING063317	Ingram Library Services Llc	57.73	6/30/2023
ING063392	Ingram Library Services Llc	57.28	6/30/2023
ING063147	Ingram Library Services Llc	57.20	6/30/2023
86738	Nicole Lintemuth	57.12	6/27/2023
ING063205	Ingram Library Services Llc	57.11	6/30/2023
ING063241	Ingram Library Services Llc	56.96	6/30/2023
ING063170	Ingram Library Services Llc	56.76	6/30/2023
ING063028	Ingram Library Services Llc	56.76	6/30/2023
ING063181	Ingram Library Services Llc	56.65	6/30/2023
AP-TC6-15-23	Tracy Chrenka	56.20	6/30/2023
ING063138	Ingram Library Services Llc	55.35	6/30/2023
ING063201	Ingram Library Services Llc	54.36	6/30/2023
ING063299	Ingram Library Services Llc	54.32	6/30/2023
ING063191	Ingram Library Services Llc	54.31	6/30/2023
ING063071	Ingram Library Services Llc	54.30	6/30/2023
ING063349	Ingram Library Services Llc	54.26	6/30/2023
ING063366	Ingram Library Services Llc	54.05	6/30/2023
ING063246	Ingram Library Services Llc	54.03	6/30/2023
ING063350	Ingram Library Services Llc	54.01	6/30/2023
ING063297	Ingram Library Services Llc	54.00	6/30/2023
AP-AE5-18-23	Andrew Erlewein	53.71	6/30/2023

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Check Number	Vendor Name	Check Amount	Check Date
ING063160	Ingram Library Services Llc	53.24	6/30/2023
ING063052	Ingram Library Services Llc	53.20	6/30/2023
ING063204	Ingram Library Services Llc	53.14	6/30/2023
86751	Sheri Gilreath-Watts	52.66	6/27/2023
ING063177	Ingram Library Services Llc	52.63	6/30/2023
ING063125	Ingram Library Services Llc	52.60	6/30/2023
ING063394	Ingram Library Services Llc	52.57	6/30/2023
ING063383	Ingram Library Services Llc	51.99	6/30/2023
ING063141	Ingram Library Services Llc	51.88	6/30/2023
ING063043	Ingram Library Services Llc	51.34	6/30/2023
ING063257	Ingram Library Services Llc	50.90	6/30/2023
ING063227	Ingram Library Services Llc	50.89	6/30/2023
ING063234	Ingram Library Services Llc	50.88	6/30/2023
ING063233	Ingram Library Services Llc	50.85	6/30/2023
86718	Jecenia Rafael	50.00	6/27/2023
ING063157	Ingram Library Services Llc	49.65	6/30/2023
ING063337	Ingram Library Services Llc	49.12	6/30/2023
ING063339	Ingram Library Services Llc	49.12	6/30/2023
ING063288	Ingram Library Services Llc	48.51	6/30/2023
ING063116	Ingram Library Services Llc	47.97	6/30/2023
ING063279	Ingram Library Services Llc	47.95	6/30/2023
ING063354	Ingram Library Services Llc	47.85	6/30/2023
86742	Peter Dykhuis	47.55	6/27/2023
ING063031	Ingram Library Services Llc	47.46	6/30/2023
ING063146	Ingram Library Services Llc	47.44	6/30/2023
ING063271	Ingram Library Services Llc	47.27	6/30/2023
ING063359	Ingram Library Services Llc	47.25	6/30/2023
ING063368	Ingram Library Services Llc	46.28	6/30/2023
ING063329	Ingram Library Services Llc	45.57	6/30/2023
ING063225	Ingram Library Services Llc	45.57	6/30/2023
86724	Lansing Community College	45.00	6/27/2023
AP-AE04-11-23	Andrew Erlewein	44.54	6/30/2023
ING063330	Ingram Library Services Llc	44.28	6/30/2023
AP-AE6-15-23	Andrew Erlewein	43.49	6/30/2023
AP-CH6-15-23	Carla Hotz	43.49	6/30/2023
ING063388	Ingram Library Services Llc	43.36	6/30/2023
ING063135	Ingram Library Services Llc	42.74	6/30/2023
ING063089	Ingram Library Services Llc	42.60	6/30/2023
ING063378	Ingram Library Services Llc	42.28	6/30/2023
ING063083	Ingram Library Services Llc	41.03	6/30/2023
ING063289	Ingram Library Services Llc	40.92	6/30/2023
ING063140	Ingram Library Services Llc	39.01	6/30/2023
ING063215	Ingram Library Services Llc	38.98	6/30/2023
ING063148	Ingram Library Services Llc	38.47	6/30/2023
ING063072	Ingram Library Services Llc	38.42	6/30/2023
ING063239	Ingram Library Services Llc	38.25	6/30/2023
ING063331	Ingram Library Services Llc	38.05	6/30/2023
ING063247	Ingram Library Services Llc	37.74	6/30/2023
ING063400	Ingram Library Services Llc	37.70	6/30/2023
ING063280	Ingram Library Services Llc	37.66	6/30/2023
ING063056	Ingram Library Services Llc	36.58	6/30/2023
AP-PW6-15-23	Sarah Ann Weller	36.42	6/30/2023
ING063370	Ingram Library Services Llc	36.08	6/30/2023

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ING063149	Ingram Library Services Llc	36.05	6/30/2023
ING063328	Ingram Library Services Llc	36.04	6/30/2023
ING063340	Ingram Library Services Llc	35.93	6/30/2023
ING063136	Ingram Library Services Llc	35.42	6/30/2023
ING063090	Ingram Library Services Llc	35.03	6/30/2023
ING063214	Ingram Library Services Llc	34.22	6/30/2023
ING063278	Ingram Library Services Llc	34.20	6/30/2023
ING063404	Ingram Library Services Llc	33.81	6/30/2023
ING063175	Ingram Library Services Llc	33.63	6/30/2023
AP-TC04-18-23	Tracy Chrenka	33.41	6/30/2023
ING063049	Ingram Library Services Llc	33.40	6/30/2023
ING063098	Ingram Library Services Llc	32.78	6/30/2023
ING063195	Ingram Library Services Llc	32.56	6/30/2023
ING063137	Ingram Library Services Llc	32.46	6/30/2023
ING063134	Ingram Library Services Llc	32.43	6/30/2023
ING063384	Ingram Library Services Llc	32.42	6/30/2023
ING063038	Ingram Library Services Llc	31.91	6/30/2023
ING063306	Ingram Library Services Llc	30.69	6/30/2023
ING063075	Ingram Library Services Llc	30.48	6/30/2023
ING063029	Ingram Library Services Llc	30.11	6/30/2023
86746	Township of Richland - Richland Township Library	29.99	6/27/2023
ING063059	Ingram Library Services Llc	29.77	6/30/2023
ING063399	Ingram Library Services Llc	29.68	6/30/2023
ING063376	Ingram Library Services Llc	28.54	6/30/2023
ING063200	Ingram Library Services Llc	28.29	6/30/2023
86728	Marcellus Township Wood Memorial Library	27.95	6/27/2023
ING063313	Ingram Library Services Llc	26.69	6/30/2023
ING063372	Ingram Library Services Llc	26.42	6/30/2023
ING063342	Ingram Library Services Llc	26.01	6/30/2023
ING063336	Ingram Library Services Llc	25.99	6/30/2023
86661	Rose Britt	25.99	6/14/2023
ING063228	Ingram Library Services Llc	25.37	6/30/2023
ING063055	Ingram Library Services Llc	25.21	6/30/2023
86755	Stephen Landmann	25.00	6/27/2023
ING063194	Ingram Library Services Llc	24.80	6/30/2023
ING063165	Ingram Library Services Llc	24.38	6/30/2023
ING063164	Ingram Library Services Llc	24.18	6/30/2023
ING063402	Ingram Library Services Llc	24.02	6/30/2023
ING063254	Ingram Library Services Llc	24.00	6/30/2023
ING063142	Ingram Library Services Llc	23.62	6/30/2023
ING063418	Ingram Library Services Llc	22.77	6/30/2023
86638	Gwen Kloosterman	22.49	6/14/2023
ING063037	Ingram Library Services Llc	21.63	6/30/2023
ING063222	Ingram Library Services Llc	21.61	6/30/2023
ING063035	Ingram Library Services Llc	21.60	6/30/2023
ING063095	Ingram Library Services Llc	20.40	6/30/2023
86745	Renae Mata	19.95	6/27/2023
ING063292	Ingram Library Services Llc	19.93	6/30/2023
ING063413	Ingram Library Services Llc	19.80	6/30/2023
ING063255	Ingram Library Services Llc	19.21	6/30/2023
ING063174	Ingram Library Services Llc	18.28	6/30/2023
ING063417	Ingram Library Services Llc	18.14	6/30/2023

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ING063039	Ingram Library Services Llc	18.09	6/30/2023
AP-AE06-12-23	Andrew Erlewein	18.08	6/30/2023
ING063356	Ingram Library Services Llc	18.05	6/30/2023
ING063193	Ingram Library Services Llc	18.01	6/30/2023
86701	Daniel Rose	17.99	6/27/2023
ING063156	Ingram Library Services Llc	17.69	6/30/2023
ING063240	Ingram Library Services Llc	17.67	6/30/2023
ING063307	Ingram Library Services Llc	17.15	6/30/2023
86620	Becky Simpson	16.99	6/14/2023
86623	Christopher Painter	16.98	6/14/2023
ING063398	Ingram Library Services Llc	16.90	6/30/2023
ING063139	Ingram Library Services Llc	16.85	6/30/2023
ING063263	Ingram Library Services Llc	16.83	6/30/2023
AP-TC05-09-23	Tracy Chrenka	16.77	6/30/2023
ING063373	Ingram Library Services Llc	16.19	6/30/2023
ING063050	Ingram Library Services Llc	16.12	6/30/2023
AP-AE05-11-23	Andrew Erlewein	15.72	6/30/2023
ING063365	Ingram Library Services Llc	15.62	6/30/2023
ING063207	Ingram Library Services Llc	15.61	6/30/2023
ING063213	Ingram Library Services Llc	15.59	6/30/2023
ING063230	Ingram Library Services Llc	15.55	6/30/2023
ING063308	Ingram Library Services Llc	15.21	6/30/2023
ING063032	Ingram Library Services Llc	15.03	6/30/2023
AP-AE04-25-23	Andrew Erlewein	13.78	6/30/2023
ING063324	Ingram Library Services Llc	13.74	6/30/2023
AP-CH05-31-23	Carla Hotz	13.49	6/30/2023
ING063159	Ingram Library Services Llc	13.18	6/30/2023
AP-CH03-28-23	Carla Hotz	12.97	6/30/2023
86719	Jessica Salo	12.34	6/27/2023
ING063113	Ingram Library Services Llc	12.00	6/30/2023
ING063405	Ingram Library Services Llc	11.99	6/30/2023
ING063216	Ingram Library Services Llc	11.78	6/30/2023
ING063042	Ingram Library Services Llc	11.74	6/30/2023
ING063131	Ingram Library Services Llc	11.34	6/30/2023
ING063080	Ingram Library Services Llc	10.81	6/30/2023
ING063341	Ingram Library Services Llc	10.81	6/30/2023
ING063276	Ingram Library Services Llc	10.36	6/30/2023
ING063275	Ingram Library Services Llc	10.21	6/30/2023
ING063310	Ingram Library Services Llc	10.21	6/30/2023
ING063238	Ingram Library Services Llc	9.61	6/30/2023
AP-AE04-10-23	Andrew Erlewein	9.17	6/30/2023
86625	City of Zeeland / Howard Miller Library	9.00	6/14/2023
ING063161	Ingram Library Services Llc	8.91	6/30/2023
AP-CH06-12-23	Carla Hotz	7.99	6/30/2023
AP-CH06-14-23	Carla Hotz	7.59	6/30/2023
ING063173	Ingram Library Services Llc	6.51	6/30/2023
AP-AE06-13-23	Andrew Erlewein	6.42	6/30/2023
AP-AE06-14-23	Andrew Erlewein	6.42	6/30/2023
86662	Ryan McNicholas	5.99	6/14/2023
86645	Lake Michigan Credit Union	5.00	6/14/2023
ING063221	Ingram Library Services Llc	4.03	6/30/2023
AP-CH04-17-23	Carla Hotz	3.93	6/30/2023
ING063143	Ingram Library Services Llc	3.60	6/30/2023

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 6/1/2023 Through 6/30/2023

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
ING063054	Ingram Library Services Llc	2.99	6/30/2023
ING063023	Ingram Library Services Llc	0.00	6/30/2023
ING063024	Ingram Library Services Llc	0.00	6/30/2023
ING063026	Ingram Library Services Llc	<u>0.00</u>	6/30/2023
Report Total		<u><u>1,456,840.07</u></u>	

Kent District Library
Check/Voucher Register - Voided Checks
From 6/1/2023 Through 6/30/2023

Check Number	Vendor Name	Check Amount	Check Date
86564	EasyVista, Inc.	(3,321.00)	6/21/2023
Report Total		(3,321.00)	

Director's Report

June 2023

Alpine, Tyrone + Walker

The Alpine Branch Librarians Anne Bartsch and Hannah Moeggenborg are looking forward to the Annual Touch a Truck event on August 8 at 10am, at the Alpine Sports Complex. Last year patrons explored a school bus, fire truck, State Trooper cruiser, and the KDL Book Mobile. This year construction equipment from Cordes Trenches will be added to the fun.

The Tyrone Township Branch held their first ever Summer Kickoff Celebration on Friday, June 9th. The event featured outdoor and indoor games, sidewalk chalk decorating, and the chance to spin the prize wheel to win a prize. Staff and patrons alike enjoyed the event, and learned about Summer Wonder. Branch Librarians Katie Mitchell and Caleb Perkins are already discussing repeating and adding to the event next Summer.

This year, the Walker Branch looked forward to the 2nd annual Splash Party, a partnership with the Walker Fire Department and Walker Ice and Fitness Center. During this event, favorite elements from last year were repeated, including a foam cannon and a firetruck to create a giant shower. This year the Walker team built on the event by adding a separate gentle play zone for the youngest kids with kiddie pools and a splash pad, and a separate water fight zone with blasters, and water balloon for older kids.



Caledonia + Cascade

Summer Wonder kicked off at Caledonia with the splash pad grand opening event. During the grand opening, Branch Outreach and Programming Specialist Leigh Verburg was able to introduce KDL and Summer Wonder to many families who had never visited the Caledonia branch. Many families are enjoying the splash pad after the Summer Wonder programs. The splash pad has brought a renewed energy to the area. The Caledonia team is looking forward to Touch A Truck on July 14th and the Summer Wonder Bash Foam Party in the community green on August 11th.

Twelve hundred people attended Touch A Truck on June 9 at the Cascade Branch. The fire department and Deputy Kate Chase, Cascade Firefighters, Cascade Township Building & Grounds Team, the KDL bookmobile and many others made this event wonderful. Branch Librarian Jared Seigel continues to work to increase access to Summer Wonder for adults with different cognitive abilities. Hope Network has served as a great partner providing transportation and care for adult patrons who did not come to library programs in years past. Staff are looking forward to the Magical Creatures Party on July 21st and the Superhero Summer Wonder Bash on August 4th.



Comstock Park + Plainfield

The Comstock Park Branch looks forward every year to participating in The Comstock Park Schools Summer Celebration in August. Last year, that event merged with the re-launched Mill Creek Days, a three-day event to bring the entire Comstock Park community together at the library and Dwight Lydell Park. There will be music, crafts, Ren-Fair entertainment, food trucks, bands, a beer tent and so much more this year. The library will stay open late until 8:00 on Friday, August 11, and will host an ice cream cart and a photobooth. Staff are hoping to sign up many new friends for library cards.

The Plainfield Branch is hosting its first ever Summer Wonder Bash on Monday, August 7. The party will be outside in the parking lot and back yard with guests from the fire department, food trucks, music from the Porters, crafts and glitter tattoos and an appearance from Katie L. the elephant.

In August, Summer Wonder usually winds down, but the Plainfield and Comstock Branches are ramping up in August, and looking forward to great fun with new friends and old.



Shiny Objects & Things that Squeak

The work that we do brings incredible satisfaction because it helps KDL rise above the countless things vying for everyone's attention in their busy lives. Our work acts like shiny objects and things that squeak to create awareness, inform people and compel their decisions to check out items, attend programs, donate, share, etc.

It also brings great satisfaction when we tap into individual preferences to personalize the message, and then hear people say, "oh wow, I didn't know that!" We hear that a lot. This effort fosters better relationships with patrons.

We use a branded approach to define 1) goals, 2) audiences, 3) channels (strategies/tactics), 4) budgets (time and dollars) and 5) stakeholders. Our key skills are in public relations, creative design, in-house printing, social media, writing, web sites (kdl.org, writemichigan.org, etc.), publishing, and as active members of workgroups and project teams throughout KDL.



Brad Baker, Creative Services Coordinator - In the last year we have developed our 4th and, in my opinion, BEST Summer Wonder yet! I am remarkably proud of the WonderKnook materials that are being shared systemwide and am equally excited for the relaunch of 1KB4K later this year that will have some of the same stylings!



Randy Goble, Director of Engagement - Managing the message through the Algoma Township ballot initiative has been a great highlight and I look forward to working on a new guest author initiative. I've started to re-read *The Age of Spiritual Machines* by Ray Kurzweil, originally published in 1999. So much of what he wrote is spot-on about artificial intelligence.



Janice Greer, Administrative Assistant - I'm excited to see us launch a system-wide program brochure! It will give patrons a wider view of programs that KDL offers across branches. I just started reading the *Wheel of Time* series by Robert Jordan. It's a wonderfully unique, detailed world where good and evil are black and white, but people are complex and grey.



Josh Mosey, Digital Marketing Strategist - I'm honored to have recently won a PProof Award from the PRSA West Michigan Chapter for social media. KDL's reach on social media has doubled in the past year. Also, I didn't expect to become a fan of horror stories, but Steven King's audio books are changing that!



Dan Palasek, Printing and Bindery Technician - I am glad to get Summer Wonder completed. It helps new readers get started, it helps kids keep up on their reading while on summer vacation, and it is also fun for adults. I am looking forward to helping get our word out about learning and advancing literacy.



Remington Steed, Webmaster - I'm excited about our program calendars at a national conference later this year. Our new approach saves staff time and helps patrons discover more programs at other branches. I'm reading *Braiding Sweetgrass* by Robin Wall Kimmerer (for the second time) and I highly recommend it.



Katie Zuidema, Marketing Communications Specialist - We have developed personal relationships with many media professionals in the area, resulting in more media coverage than ever before. I'm looking forward to another successful Write Michigan Short Story Contest. Could this be our best year yet? I recently read and recommend *The Four Winds* by Kristin Hannah.

Gratitude Stories



Alpine

A little girl came into the branch with her parents and immediately started working on the scavenger hunt we have out. When she was finished and came up to the desk to get her prize, she told us that today was her birthday and she was now five years old! We wished her a happy birthday, and her mom said, "Yep, this is what she wanted to do today. Come to the library and do the scavenger hunt!"

The Valley View Care Center on 4 Mile Road have a Little Free Library that we have been supplying with books and materials for use throughout the past few months. They have sent this message in a card with thankful signatures of about 30 the residents.

We so appreciate the KDL for thoughtfully sending so many wonderful books our way! The residents just love the variety! You've provided something to intrigue almost every reader. Big Thank You! Warm thoughts, Cheryl Magnant-Valley View Activities.

Another message in the card said:

Thank you for your generous book donations! We appreciate your support to help meet our resident's leisure needs.- Bre Vetter

We are meeting the need in many different ways. We do make a difference in the lives of the residents by setting up the Little Free Library in the Valley Health Care Center.

Cascade

Mona came in with her friend to find playaways in the library and she was so thankful for the variety and the time that we spent with her. She mentioned at the front desk while checking out that everyone is so friendly and that multiple people approached her to help her today. She loves the collection and knowing she can find what she needs or order it.

Comstock Park

At a meeting of Comstock Park Community Outreach that Regional Manager I Penny Zurgable attended, Diane a patron from Sparta Adult Education stopped her on her way out to say she brought her grandkids to the Comstock Park Branch. She said as a grandma, she never gets to sit down when she watches them, they are always moving. When they came to the library and saw the new WonderKnook, they were enthralled. Diane got to sit down as they played with the fire engine and the kitchen. She also wanted her to know that as she sat there, she observed many interactions of patrons and staff and complimented her on the librarians. She said "you get some characters in there, and the librarians were kind and patient to everyone who came in."

Gratitude Stories



Plainfield

When we got the car in our Wonderknook, we made a Facebook post and one of my regular storytime kids came racing in less than 20 minutes later. We excitedly told him we'd gotten our car, and his mom said, "Oh, he knows. We saw it on Facebook and he HAD to come immediately to see it."

A mother with two small children was looking at the board books, while I was in the Wonderknook. I overheard her say out loud. "Yay, I'm so glad they have LGBT friendly books." I told her thank you so much for saying that out loud, sometimes we only hear the negative comments.

A patron came up to me and thanked me for the ways they felt welcomed into the library. They weren't expecting a Pride display because of everything happening in our country right now. They also appreciated the pronouns present on nametags. They said the library always has been one of their favorite places, and they are thankful to still feel welcomed here.

A set of grandparents were in recently, and it had been quite a while since I'd seen them. They'd brought their four grandchildren to storytime, and with an age range of 12 years or so for the kids, there were many year of storytime for them. After a bit of chit-chat the grandfather said, "Well, the big news is that (names changed for privacy) Katie is now Henry." He looked very tense, and I could tell he was waiting for my reaction. I made some supportive comments and followed up by telling them, "Please tell Henry to come see us, and that we'd love to see him at any of our teen programs." Grandma got a bit teary and said I had no idea how wonderful that made her feel.

Branch Outreach and Programming Specialist Susan Erhardt recently attended a get-together with her sister-in-law's family. One of her nephews who lives near Lansing brought his girlfriend. She asked her, "Do you work at the library?" When I said I did, she told her that she was the person who issued her a library card 20 years ago. She still remembered her because she loved coming to the library as a kid and thought we were so nice and helpful.

Walker

Two days after hosting our Summer Wonder kick Off Celebration we got two home made thank you cards from little patrons about how much fun they had at the "Party" and what they liked about it. It melts our hearts to know we are having a positive impact on the community we serve and love.

Katie Kudos

June 2023

Christine Alspaugh

Cascade Township

Nominated by Ashley Smolinski

Authentic

"Yesterday, Christine overheard a conversation of a frustrated patron who wanted a wider variety of science, historical fiction, and non-political history in our audiobook collections. I noticed she was combining the shelves for alternatives. We were able to provide some strategies and pulled in more materials to bring to him. He recieved more of the titles he wanted. Christine was excellent at anticipating the next step in the conversation. Well done, Christine!"

Nominated by Beth Johnstone

Helpful

"Christine gave such great service to a patron who needed help in our children's area with checking out a problem item last night! She had to bring the woman up to the front desk to us. Christine stayed engaged with the patron the whole time. The patron never knew that she was being handed off. She left very happy and was still chatting. Thanks for your complete and friendly service Christine!"

Lynne Haley

Walker

Nominated By: Ruth VanWalsum

Positive

"Lynne has been such an example of positivity, not only learning the basics of the job, but also while we transition to doing things differently in the midst of her training."

Jennifer Doornbos

Grandville

Nominated by Marcia Van Drunen

Helpful

"Jennifer often extends a quiet helping hand to anyone who needs it. Thank you!"



Upcoming Meetings + Dates of Interest



Upcoming Meetings

Regular Board Meeting
Thursday, August 17, 2023
4:30 PM
KDL Plainfield Branch

Regular Board Meeting
Thursday, September 21, 2023
4:30 PM
KDL Gaines Branch

Budget Work Session
Thursday, October 12, 2023
4:30 PM
KDL Service + Meeting Center

Regular Board Meeting
Thursday, October 26, 2023
4:30 PM
KDL Service + Meeting Center

Dates of Interest

KDL Pension Meeting
August 16, 2023
1:00 PM
KDL Service + Meeting Center

Literary Libations Gala
September 19, 2023
5:30 - 8:30PM
JW Marriott
kdl.org/gala

MLA Conference
October 17-20, 2023
Kalamazoo, MI





MONTHLY PROJECT REPORT

**JUNE
2023**

1 New project approved

10 In approval queue


1 Declined

13

Active Approved
Projects

	On Time	11
	Late (At Risk)	2
	Paused	0
	Completed since 01/23	7

Scheduling Software Purchase


 **Project Lead:** Eric DeHaan
Status: On track (NEW)

Approval Date: 06.14.23
Due Date: 11.15.23

NEW

With the elimination of KDL's Virtual Desktop Software (VDI) on the horizon, manager use of Schedule 3W will no longer be supported; however, this change comes at an opportune time. Schedule 3W has not been evaluated in some time, and other platforms with more sophisticated functionality and integration are now out there. In response, KDL will be adopting SnapSchedule as a cloud-based scheduling platform that will streamline overall accessibility and system maintenance as well as incorporate integrated calendar functions, automated sub requests, and create clearer standard operating procedures around scheduling. RM2s Tricia Hetrick, Craig Buno, and Eric Dehaan did a deep dive and evaluated several platforms before finding one to fit KDL's needs.

1,000 Books Before Kindergarten (1KB4K) Revamp

 **Project Lead:** Dawn Heerspink
Status: On track

Approval Date: 11.23.22
Due Date: 09.30.23

The 1KB4K completer bag, which is given to children once they complete the 1KB4K program is now in production. This prize bag was designed to feature the final animal sticker that the children "collect," on their reading journey: the Robin. In addition to this, a new sign-up brochure is in the design and editing phase, and the activity booklet for 1KB4K continues to evolve with the team's help and Brad Baker's design expertise. KDL's summer graphic design interns, Kyle Strong and Lexi Seidel, are working under Brad to help with parts of this project. We also had a meeting to focus on how the program will be implemented in the library software Beanstack, as well as making sure the digital tracking experience is easy to use and understand. This is done in order to create the best experience for patrons. The team will ensure that this implementation is simple for staff to use while aligning with the looks and design choice of the new 1KB4K products.

Email Group Streamline + Update



Project Lead: Elvia Myers

Status: At Risk - Timeline

Approval Date: 03.02.22

Due Date: 03.31.23 *new projected due date of 7.31.23*

Over the past month, a spreadsheet containing over 700 email addresses within the KDL system has been vetted by the Administrative Assistants. This list was also presented to All Managers to eliminate unnecessary emails that are no longer being used or are duplicates within the system and were given a completion date of June 30, 2023. At which point, IT will start the process of eliminating emails addresses and groups that are no longer in use. Once that is complete, the new naming convention for internal emails will take effect.

Express Library Pilot - Grattan Township



Project Lead: Kurt Lardie

Status: On track

Approval Date: 04.26.23

Due Date: 10.31.23

The Grattan Express Library is up and running. Currently, a collection of 400 items has been purchased and dedicated to the Grattan Township location. Lowell/Alto RM1 Sandy Graham has been made the point person for filling the LibCabinet as well processing any returns that may come in and will continue to do this after her August 11 retirement from management. Sandy is currently working out a process to provide patrons a way to pick up their "Holds" at Grattan Township. MarCom is currently working on a "soft launch", notifying our Grattan cardholders about this new service.

FE Technologies Wand Rollout



Project Lead: Karen Small

Status: On track

Approval Date: 01.18.23

Due Date: 08.31.23

FE Technologies wand rollout has now been implemented through the branches and goals have been set to help monitor the wand rollout process. The goal is to have all branches complete scanning at least once each month. This month 17 of the 20 branches met the goal. Two branches did not complete scanning, and one branch did not quite complete the entire collection but came very close, but unfortunately, one of their wands needed to be sent in for repair. This month the branches have also been successfully piloting the wands for checking in returns. All but three branches are using the wands to check in returns consistently. The missing items list continues to decrease, and the project is progressing smoothly.

KDL Way Service Vision + Training



Project Lead: Jennifer DeVault + Lulu Brown


Status: Completed

Approval Date: 03.02.22

Due Date: 03.31.23 *new projected due date of 6.15.23*

The KDL Way Service Vision +Training and Culturewise project focused on Keeping the KDL Way in the forefront of all employee-to-patron interactions and aid in continuing to improve the patron's service at KDL—especially during our busiest time, Summer! This project brought all of the elements of the KDL Way together (core values, fundamentals, service scenarios, response framework, etc.), and provided clear expectations on what it means to serve patrons and expectations from every employee beginning with orientation. A new workbook was crated to serve as a refresher and feel revitalized to continue serving our patrons so well! Thank you to Lulu Brown for the exceptional leadership on the refresh and to the team members for their valuable contributions!


Language Accessibility: Over the Phone (OPI)

 **Project Lead:** Yuliya Baker
Status: On track

Approval Date: 02.22.23
Due Date: 08.31.23

This month the team evaluated the language services from our top providers, and our project team selected Voices For Health as the provider that we will be moving forward with and partner with for KDL's OPI service. This service is a local language service provider with 25 years of experience and the team feels confident in their ability to help us provide exemplary customer service. We met with their team to discuss staff training, service customization, and the development of staff educational resources. The project team is now working on creating marketing materials to advertise KDL's OPI service, writing a procedure for PSD, and scheduling training for the team.


Library Relationship Management (CRM)

 **Project Lead:** Hannah Lewis
Status: At Risk - Timeline

Approval Date: 08.17.22
Due Date: 12.31.22 *new projected due date of 08.31.23*

The Salesforce build for KDL is nearing completion. Salesforce is being built by Brian Richards of Cloud 616. A large amount of KDL information about relationships and outreach contacts that KDL has been and is working with has been put into the salesforce thanks to the diligent work of Rochelle Ball and Sheri Glon. The CRM will be used to keep outreach information and community engagement relationships all in one central location. Training and rollout will occur in August for staff with Salesforce licenses. The rollout for BLs, BOPS, and admin assistants will occur in late August or early September.


New Cardholder Drive

 **Project Lead:** Joshua Mosey
Status: On track

Approval Date: 02.22.23
Due Date: 01.31.24

The cardholder drive is progressing with the development of the "Get Carded" campaign that will launch after Summer Wonder concludes. Meanwhile, a targeted initiative is underway in the Kelloggsville, Wyoming and Kentwood area that has produced 507 new card signups and re-engaged 2,174 lapsed cardholders. This targeted effort will conclude soon, and the project team will determine if it should be scaled up and implemented within all of the branches.

One Book One KDL 2024

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

Approval Date: 03.22.23
Due Date: 05.31.24

The project group has secured our author(s) and contracts are now in place for One Book One KDL 2024. The date of the event has also been determined and will be occurring April 24, 2024. Project leader and member Hennie Vaandrager and Josh Bernstein also met with Michael Wildschut of Calvin University's January Series to discuss a possible venue location at the Calvin Fine Arts Center. A meeting has also been set up with the Marcom team to talk through a marketing timeline and dates for revealing the selected author to staff and the public. A meeting is also set up with Collection Development to discuss Book Clubs in a Bag, books, and other content.

One Community Relationship Building



Project Lead: Elvia Myers
Status: On track

Approval Date: 01.25.23
Due Date: 12.31.23

One Community Storytelling Events will be held in the fall of 2023 at 4 branch locations, all events will be an hour. One Community Facilitated Discussion on the American Indian Boarding Schools and intergenerational trauma in Indigenous communities with Western Michigan University Associate Professor Dee Sherwood on will be on September 28, 2023 at 9:00 AM. Staff will be required to attend, join virtual or watched the recorded session.

Physical Collection Audit



Project Lead: Joshua Bernstein
Status: On track

Approval Date: 02.22.23
Due Date: 12.31.23

The Physical Collection Audit project team is wrapping up a full analysis of stats and collection use that were observed and collected. Using the data, the team is working toward making recommendations on budget numbers for the 3 collections for the next year as well as going forward. Once compiled these recommendations will be presented to the managers. Once these recommendations are presented the group will move toward later steps in the project.

PolicyTech to SharePoint Conversion



Project Lead: Graham Lawcock + Trish Reid
Status: On track

Approval Date: 02.22.23
Due Date: 10.15.23

The project team has been working on re-linking all cross-referenced procedures on the new SharePoint site to ensure that staff still has access to all reference materials. The next steps of this project include finalizing training plans, procedures and videos so a system-wide roll-out can happen prior to the stated due date. All parts of this project are on track.

Sort Assistant Software by FE Technologies



Project Lead: Karen Small
Status: On track

Approval Date: 04.26.23
Due Date: 12.31.23

The Sort Assistant software has arrived. The first five SIP (Session Initiation Protocol) connections are ready; however, the shielded RFID pads have not yet arrived. The software would still function without the shielded RFID pads but the pads improve efficiency and accuracy. Graham Lawcock has installed the software on five PCs that are ready to be installed at Plainfield, Cascade, East Grand Rapids, and Grandville once the pads arrive. On June 15, 2023, the software on a laptop was also installed at the Kelloggsville Branch to test the stability and see how well the software works on a laptop instead of a desktop. This test was successful and has proved it is possible to install the software on other laptops at branches that do not have space for an additional workstation. Documentation is ready for staff with in-person training on installation day.

BUILDING PROJECTS



Krause Memorial (Rockford)



Project Lead: Jennifer German
Status: N/A

Approval Date: N/A
Due Date: N/A

The City of Rockford and townships of Algoma, Cannon, and Courtland have established a fundraising committee and contracted with The Breton Group for a capital campaign. The committee has submitted an ARPA grant proposal with the County and is working on updating and strengthening the case for support [initially written in 2018] in preparation of a capital campaign.

Tyrone Township



Project Lead: Liz Knapp
Status: N/A

Approval Date: N/A
Due Date: N/A

Previous building plans are still being reviewed for suggestions and updates. Nothing has been finalized and no significant progress has been made since last month.

Walker



Project Lead: Craig Buno
Status: N/A

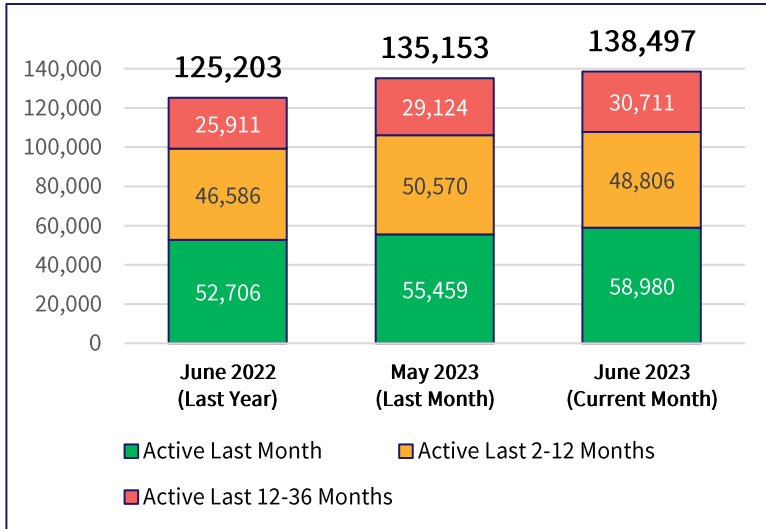
Approval Date: N/A
Due Date: N/A

The draft RFP to explore adding onto the current Walker Branch will be sent to the Walker Building Committee at the end of August start of September for them to review. Once the RFP is approved a firm can be hired to assess the current building and determine what it is capable of in terms of and addition to it or adding a second story. The City Manager estimates it is going to take one to two months to review the RFP and select a firm and then a good year before the results will be in, to then determine what direction to go in with the building project.



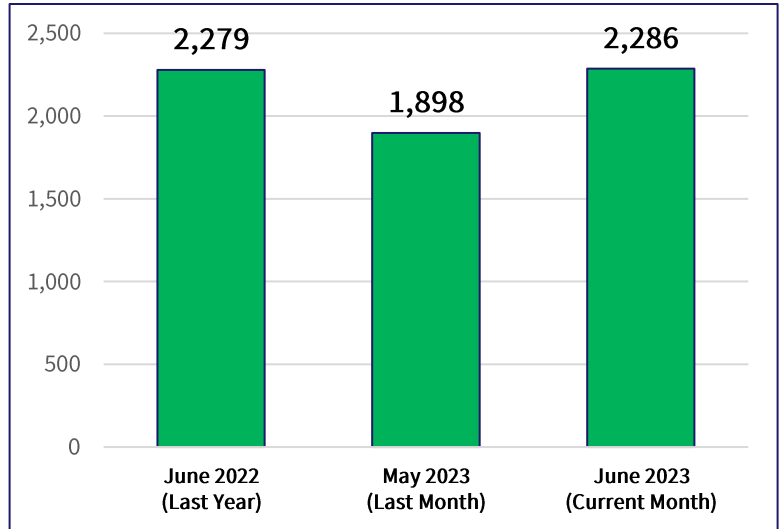
JUNE 2023 STATISTICAL SUMMARY

Active KDL Patrons:



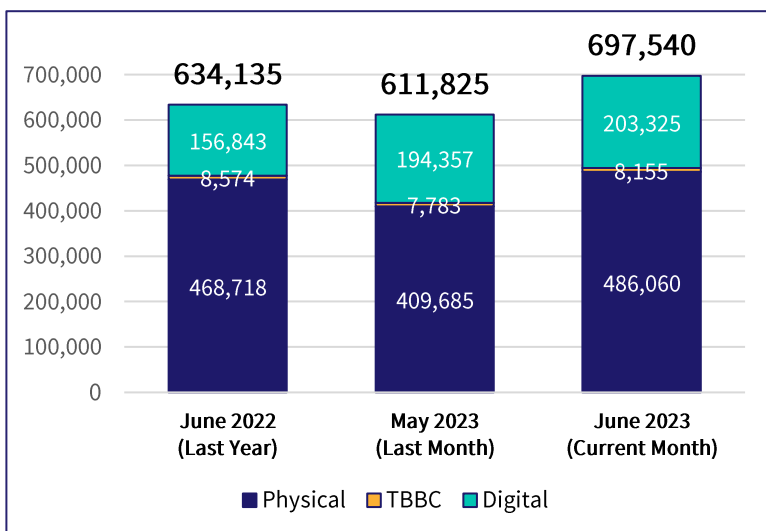
Active KDL Patrons are **up 2%** from last month and **up 11%** from the same month last year.

New KDL Cards Added:



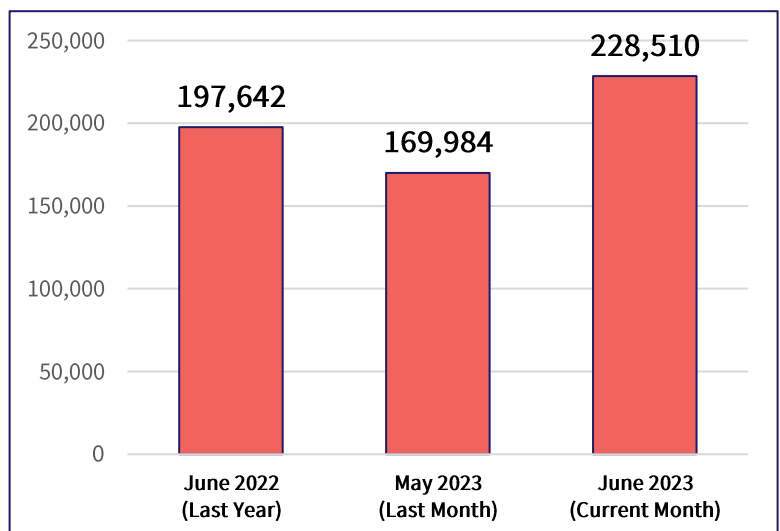
New KDL Cards Added are **up 20%** from last month and **up 0.3%** from the same month last year.

Total Circulation:



Total Circulation is **up 14%** from last month and **up 10%** from the same month last year.

Visitor Count:

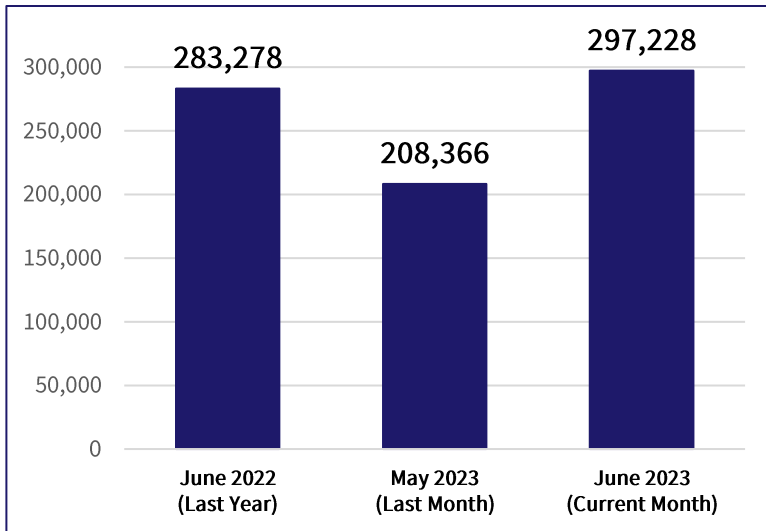


Branch visitors are **up 34%** from last month and **up 16%** from the same month last year.



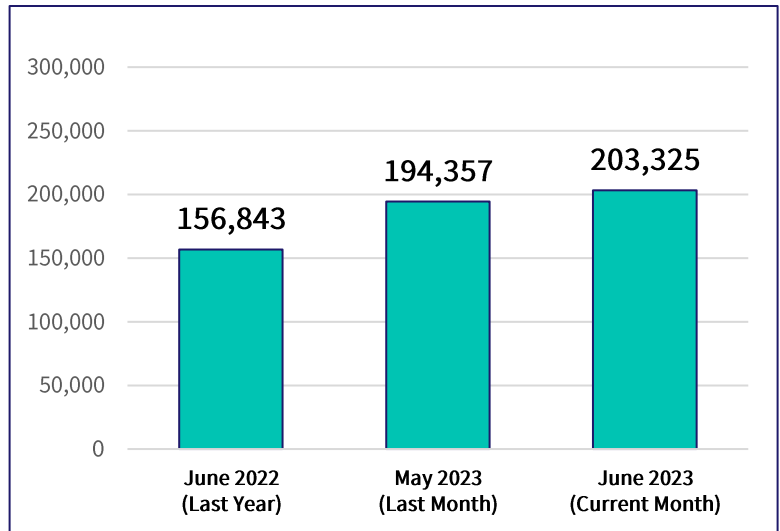
JUNE 2023 STATISTICAL SUMMARY

Physical Items Checked Out:



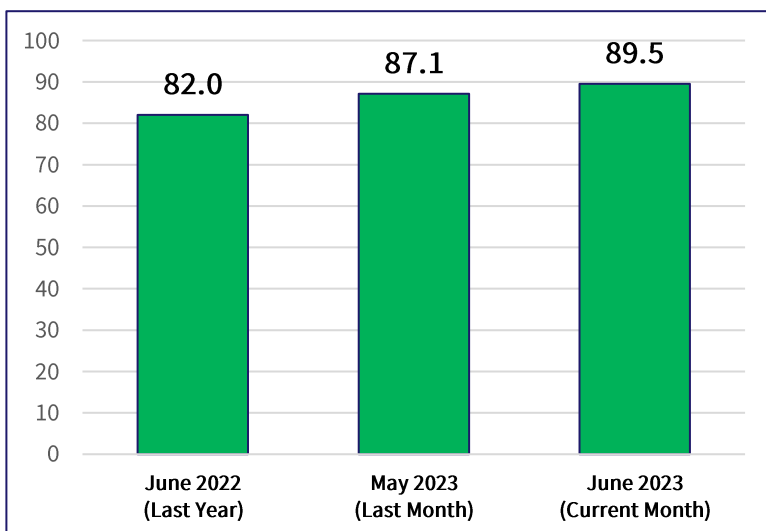
Physical checkouts are **up 43%** from last month and **up 5%** from the same month last year.

Digital Items Checked Out:



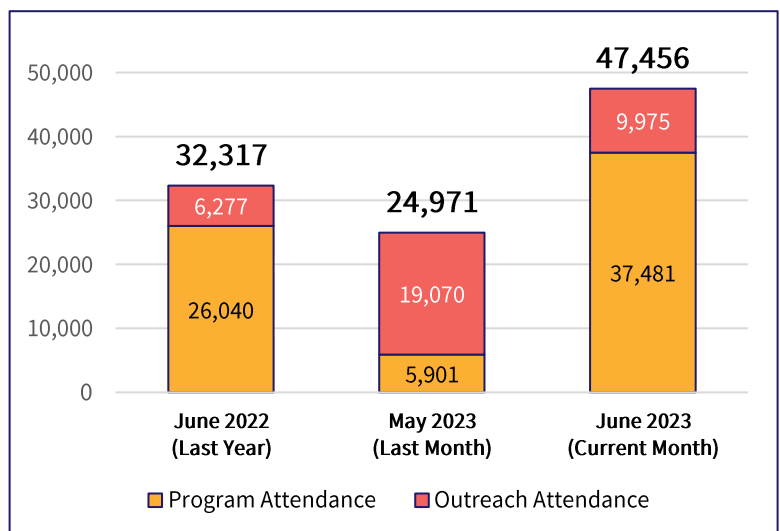
Digital checkouts are **up 5%** from last month and **up 30%** from the same month last year.

Net Promoter Score (NPS):



Net Promoter Score is **up 2.4%** from last month and **up 7.5%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **up 90%** from last month and **up 47%** from the same month last year.



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	226
2. <i>Happy Place</i> by Emily Henry	167
3. <i>Spare</i> by Prince Harry	150
4. <i>Lessons in Chemistry</i> by Bonnie Garmus	149
5. <i>Twenty Thousand Fleas Under the Sea</i> by Dav Pilkey	148
6. <i>The Five-Star Weekend</i> by Elin Hilderbrand	125
7. <i>Someone Else's Shoes</i> by Jojo Moyes	122
8. <i>Simply Lies</i> by David Baldacci	110
9. <i>Tomorrow, and Tomorrow, and Tomorrow</i> by Gabrielle Zevin	109
10. <i>Book Lovers</i> by Emily Henry	107

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. KDL WiFi Mobile Hotspot	411
2. <i>Happy Place</i> by Emily Henry	312
3. <i>The Five-Star Weekend</i> by Elin Hilderbrand	232
4. <i>Fourth Wing</i> by Rebecca Yarros	166
5. <i>Meet Me at the Lake</i> by Carley Fortune	161
6. <i>The Housemaid</i> by Freida McFadden	155
7. <i>Demon Copperhead</i> by Barbara Kingsolver	143
8. <i>Lessons in Chemistry</i> by Bonnie Garmus	139
9. <i>The Legend of Zelda: Tears of the Kingdom</i> Nintendo Switch Video Game	130
10. <i>Hello Beautiful</i> by Ann Napolitano	128

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>Demon Copperhead</i> by Barbara Kingsolver	374
2. <i>Verity</i> by Colleen Hoover	288
3. <i>Fourth Wing</i> by Rebecca Yarros (audio)	275
4. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio)	226
5. (tie) <i>The Covenant of Water</i> by Abraham Verghese (audio)	223
(tie) <i>You Shouldn't Have Come Here</i> by Jeneva Rose (audio)	223
7. <i>Beach Read</i> by Emily Henry	213
8. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid	196
9. <i>The Measure</i> by Nikki Erlick (audio)	194
10. <i>The Measure</i> by Nikki Erlick	180

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>Happy Place</i> by Emily Henry	958
2. <i>Lessons in Chemistry</i> by Bonnie Garmus	885
3. <i>Spare</i> by Prince Harry (audio)	824
4. <i>It Starts with Us</i> by Colleen Hoover	605
5. <i>Lessons in Chemistry</i> by Bonnie Garmus (audio)	591
6. <i>Happy Place</i> by Emily Henry (audio)	552
7. <i>Mad Honey</i> by Jodi Picoult	400
8. <i>Demon Copperhead</i> by Barbara Kingsolver	364
9. <i>Tomorrow, and Tomorrow, and Tomorrow</i> by Gabrielle Zevin	337
10. <i>The Five-Star Weekend</i> by Elin Hilderbrand	331

NEW HIRES	POSITION	EFFECTIVE
Katherine Muszkiewicz	Shelver – Gaines	June 19
Bernice Oliver	Shelver – Kentwood	June 19

DEPARTURES	POSITION	EFFECTIVE
Marnie Horton	Assistant Branch Librarian – Kentwood	June 19
Mae Fletcher	Shelver - Wyoming	July 3
Linda Ruesink	Shelver - Caledonia	July 6
Rachel Kaphing	Assistant Branch Librarian – East Grand Rapids	August 12
Katie VanOort	Assistant Branch Librarian - Plainfield	August 16

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Audrey Barker	Branch Librarian – Cascade	Branch Librarian – Kentwood	June 26
Molly Dixon	Shelver – Alpine / Tyrone Township	Assistant Branch Librarian – Tyrone Township	July 17
Mads Terpstra	Intern – Plainfield	Assistant Branch Librarian – Kentwood	July 17
Dave Palma	Branch Librarian – Cascade	Regional Manager II – Englehardt / Alto	August 7

OPEN POSITIONS	TYPE
Branch Librarian – Caledonia	Part-time
Assistant Branch Librarian – Plainfield	Part-time
Assistant Branch Librarian – Amy Van Andel / Ada	Part-time
Assistant Branch Librarian – East Grand Rapids	Part-time
Branch Librarian – Cascade	Full-time
Assistant Branch Librarian – Alto / Englehardt	Part-time
Shelver – Alpine / Tyrone Township	Part-time
Assistant Branch Librarian – Caledonia	Part-time

EMPLOYEE ANNIVERSARIES (AUGUST)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Rochelle Ball	Patron Services	15 years
Missy Lancaster	Building Maintenance	9 years
Tony Senna	Sub Pool	9 years
Sara Moseley	Cascade	8 years
Crystal Logan-Syrewicze	Kentwood	7 years
Christine Paige	Nelson Township / Sand Lake	7 years
Reilly Brady	Finance	6 years
Angela Deckard	Amy Van Andel / Ada	6 years
Seth Hoekstra	Collection Services	6 years
Kurt Stevens	Information Technology	6 years
Christine Hekman	Kentwood	5 years
Rachael Kruithof	Byron Township	5 years
Heather Groen	Grandville	4 years
Joel Kibbe	Patron Services	4 years
Natalie Budnick	Plainfield	3 years
Rachael Hamlet	Kentwood	3 years
Samantha Holland	Caledonia	3 years
Quinn Davey	Patron Services	2 years
Laurie Haan	Byron Township	2 years
Cody Ketchum	Cascade	2 years
Cathy Rinzema	Collection Services	2 years
Anh-Thu Vuong	East Grand Rapids	2 years
Dustin Arnett	Kentwood	1 year
Nathan Bartos	Grandville	1 year
Zack Bergers	Wyoming	1 year
Kelly DeHaan	East Grand Rapids	1 year
Natalie Kilgo	Byron Township	1 year
Madison Scheuneman	Kentwood	1 year



BOARD OF TRUSTEES ATTENDANCE - 2023

	SHIRLEY BRURSEMA	TRACY CHRENKA	ANDREW ERLEWEIN	PETER DYKHUIS	SHERRI GILREATH WATTS	CARLA MOYER HOTZ	NICOLE LINTEMUT H	PENNY WELLER
January 19, 2023	X	X	X	X	X	X	X	X
February 16, 2023	X*	X	X	X	X	X	X	X
March 16, 2023	X	X	X	X	X	X	X	X
April 20, 2023	X	X	X	X	X	X	X	X
May 18, 2023	X	X	X	X		X	X	X
June 15, 2023	X	X	X	X	X	X	X	X
July 20, 2023								
August 17, 2023								
September 21, 2023								
October 12, 2023								
October 26, 2023								
November 16, 2023								
December 21, 2023								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE		TRUSTEE NAME	MEETING DATE

[SECTION 1](#): COLLECTION AND REFERENCE

KDL Policy 1.1	Materials Selection
KDL Policy 1.2	Gifts
KDL Policy 1.3	Intellectual Freedom EDITS
KDL Policy 1.4	Collection Maintenance
KDL Policy 1.5	Reference + Research
KDL Policy 1.6	Shared Collection
KDL Policy 1.7	Inter-Library Loan

KDL Policy 1.3 Intellectual Freedom

LAST REVISED 2.18.21

Kent District Library supports the principles of intellectual freedom adopted by the American Library Association and stated in the Library Bill of Rights [and the first amendment rights as outlined in the US Constitution](#).

The Library assures equal access to all library resources by patrons within the constraints of Michigan law. Patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Parents or legal guardians have the right and the responsibility to restrict the access of their children to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Library staff cannot assume the role of parents or the functions of parental authority.

SECTION 2: CIRCULATION

KDL Policy 2.1	Library Card Registration
KDL Policy 2.1.1	Cards for Visiting Students
KDL Policy 2.1.2	Institutional Cards
KDL Policy 2.1.3	Non-Resident Cards
KDL Policy 2.1.4	Student Cards EDITS
KDL Policy 2.1.5	Temporary Cards for Adults
KDL Policy 2.2	Lakeland Library Cooperative Member Library Cards
KDL Policy 2.3	Lost or Stolen Library Cards
KDL Policy 2.4	Privacy of User Records
KDL Policy 2.4.1	Library Documents
KDL Policy 2.5	Lost and/or Damaged Materials
KDL Policy 2.5.1	Fees
KDL Policy 2.6	Audio-Visual Materials Use
KDL Policy 2.7	Beyond Books Collection

KDL Policy 2.1.4

Student Cards

LAST REVISED 3.18.21

Kent District Library's goal is to make library services available to all school-aged children. With the Student Card, children who attend any K-12 school can check out a maximum of three books, and have access to KDL internet, research databases and select digital content. Student cards can be issued with no cosigner and will expire once the student turns 18 years of age.

Students who attend any K-12 school in the Kent District Library service area are eligible for a limited access student card with co-signer consent. Students need not be residents. A maximum of three lost books will be allowed on this card. The card will be deactivated after three lost books.

Students who are residents may upgrade their student card to a ~~are also eligible for a full access standard KDL minor library card based on residency and an eligible cosigner, with a valid form of identification to record on file.~~ Students not eligible for a KDL minor library card can still register for a card at their home library. A maximum of three lost books will be allowed on this card. The card will be deactivated after three lost books.



RESOLUTION

First 2023 Budget Amendment

MEETING INFORMATION

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library Service Center, on July 20, 2023 at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, pursuant to Act 2, Public Acts of 1968, MCL 141.421 et seq., as amended, it is necessary for the Board of the Kent District Library to adopt a General Fund Budget supported by the Library’s millage levy, and to amend a budget when resources so dictate.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves and adopts the General Fund Budget Amendment for 2023 attached here to and made a part here of.

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 20th day of July 2023.

RESOLUTION DECLARED ADOPTED.

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 July 20, 2023, 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: July 20, 2023

Andrew Erlewein, KDL Board Chair

Nicole Lintemuth, KDL Board Secretary



**KENT DISTRICT LIBRARY
BOARD OF TRUSTEES
2023
BUDGET AMENDMENT –
EXPLANATION OF REQUESTED AMENDMENT**

The following suggested amendment to the General Fund budget is designed to reflect the increase in overall anticipated revenues for 2023 and increase in overall expenditures for 2023. The budget amendment is proposed to keep KDL within the requirements of the State Budgeting Act and to fund various KDL initiatives. The composition of the proposed budget amendment has been reviewed by the Leadership Team and the components of the various items in the proposed amendment were developed based upon consultation with KDL managers and reflect changes in operations and initiatives that have occurred after the development of 2023 original budget you approved in November. The impact of the amendment is to increase the amount of fund equity that is anticipated to be used in fiscal year 2023 by \$2,781,964. Attached to this document is a summary of the proposed changes by budget area and below are explanations for some of the more significant items:

1. \$350,000 Increase to Interest Income

Investment earnings were originally budgeted at \$-0- to reflect the lack of investment returns that had occurred in 2022. In 2023 our investment portfolio with Atlanta Capital has rebounded and we have been able to take advantage of investing excess operating funds from the timing of our tax collections in the Huntington Government Investment fund, which has resulted in a nice return.

2. \$1,261,775 increase to Employee Benefits

After much discussion we are requesting to make a one-time deposit (\$1.5M) to KDL's defined benefit retirement plan. KDL has not made a contribution to the plan for several years as the plan is fully funded and had experienced steady growth in its investment values. In 2022 the plan experienced significant negative investment performance which will affect the value of the plan over the next few years as the loss is amortized. This contribution, while we have reasonable fund equity, will curb the need to make future contributions to the plan for many years barring another major downfall in the market.

3. \$662,285 Increase to Salaries and Wages

This increase is to account for the accrual that will be required at year-end based upon our last payroll period ending date for the year. We will have one full payroll period earned at the end of 2023 but not paid until the first pay in January 2024.

4. \$879,111 Increase to Capital Outlay

The majority of this increase is due to capital projects from 2022 that were not able to be completed until 2023. These projects include the WonderKnook project (\$424,111) and the Catalog Stations and Software Upgrades project (\$300,000). Also included in this request is a set aside for equipment for the eSports initiative of \$155,000.

5. \$184,918 Increase to Other Expenditures

The largest item on increase for this area is a \$175,000 increase for MarCom related to increased marketing and printing/publishing costs.

6. \$156,353 Increase to Contractual and Professional Services

This increase is mostly related to additional software licensing costs for new software for KDL-wide scheduling, finance cloud-based software, and the software for the sort-assist project.

**KENT DISTRICT LIBRARY
GENERAL FUND BUDGET AMENDMENT #1
July 20, 2023**

REVENUES:	Original 2023 Budget	7/20/2023 Amendment Change	7/20/2023 Amendment #1 Totals
Property Taxes	26,483,315	-	26,483,315
Penal Fines	600,000	-	600,000
Charges for services	35,000	-	35,000
Interest Income	-	350,000	350,000
Public Donations	200,000	-	200,000
Other Revenue	1,141,790	73,710	1,215,500
State Sources	1,018,672	-	1,018,672
Transfers In	-	-	-
TOTAL REVENUES & OTHER FINANCING SOURCES	29,478,777	423,710	29,902,487

EXPENDITURES:			
Salaries and Wages	13,856,694	662,285	14,518,979
Employee Benefits	4,150,785	1,261,775	5,412,560
Collections - Digital	2,673,678	-	2,673,678
Collections - Physical	2,495,390	5,040	2,500,430
Supplies	862,296	18,216	880,512
Contractual and Professional Services	2,163,067	156,353	2,319,420
Programming and Outreach	474,280	-	474,280
Maintenance and Utilities	3,383,632	13,636	3,397,268
Staff Development	369,102	24,340	393,442
Board Development	15,000	-	15,000
Other Expenditures	748,332	184,918	933,250
Capital Outlay	1,029,812	879,111	1,908,923
Transfers Out	-	-	-
TOTAL EXPENDITURES & OTHER FINANCING USES	32,222,068	3,205,674	35,427,742

REVENUES OVER (UNDER) EXPENDITURES	(2,743,291)	(2,781,964)	(5,525,255)
-----------------------------------------------	--------------------	--------------------	--------------------



RESOLUTION

KDL Millage

MEETING INFORMATION

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library Service & Meeting Center (2814 West River Center Dr NE, Comstock Park, MI 49321), on Thursday, July 20, 2023 at 4:30 PM.

The meeting was called to order by Chair Andrew Erlewein._____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, the Kent District Library strives to be an indispensable community resource for enriching lives through access to personalized discovery for all; and

WHEREAS, Kent District Library operates 20 branch libraries that serve nearly 440,000 residents of 27 different municipalities throughout Kent County providing ideas, information and excitement through robust services and programs; and

WHEREAS, Kent District Library stands as an institution of enlightenment and as a hub of the community, serving and including everyone; and

WHEREAS, the Kent District Library Board has determined that the levy of a district-wide millage in the amount of 1.1 mills for a period of fifteen (15) years (2025 through 2039, inclusive) is necessary to provide a sustainable level of library services the residents of the District have come to know and expect; and

WHEREAS, the district of Kent District Library (“District”) consists of the geographic area of Kent County except the City of Grand Rapids, the City of Cedar Springs, Solon Township, Sparta Township, the Village of Sparta, and those portions of Bowne Township and Caledonia Township within the Thornapple Kellogg School District; and

WHEREAS, the levy of a districtwide millage must be approved by the voters of the District pursuant to the District Library Establishment Act (1989 PA 24, as amended) (the “DLEA”), the Michigan Election

Law, and applicable law.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Kent District Library Board hereby approves and adopts:

1. That the millage proposal on Attachment A attached hereto shall be submitted to the qualified electors of the District at a special election on Tuesday, November 7, 2023.
2. That pursuant to Section 15(2) of the DLEA (MCL 397.185(2)) and the Michigan Election Law, the Library Board hereby approves and certifies to the Kent County Clerk the millage proposal on Attachment A attached hereto for submission to the qualified electors of the District and inclusion on the ballot at the election on Tuesday, November 7, 2023.
3. That the Secretary of Kent District Library is hereby authorized and directed to file a certified copy of this Resolution with the Kent County Clerk.
4. That the Kent County Clerk is hereby authorized and directed to prepare and print the ballots, as provided by law, for submitting the Library's millage proposal to the electors of the District at the November 7, 2023 election in accordance with Section 16 of the DLEA.
5. That the Kent County Clerk is hereby authorized and directed to cause the millage proposal to be included in the notice of last day of registration and the notice of election, and to publish the same in a newspaper or newspapers of general circulation in the District, in such manner and at such times as are required by law, in accordance with Section 18(1) of the DLEA.
6. That the Kent County Clerk and the Director of Kent District Library are hereby authorized and directed to take any and all other action that may be necessary or desirable in connection with the election.
7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

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 20th day of July, 2023.

RESOLUTION DECLARED ADOPTED.

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 July 20, 2023, 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: July 20, 2023.

Andrew Erlewein, KDL Board Chair

Nicole Lintemuth, KDL Board Secretary

ATTACHMENT A

KENT DISTRICT LIBRARY MILLAGE RENEWAL PROPOSAL

Shall the Kent District Library, Kent County, Michigan, be authorized to levy a renewal of the previously voted increase in the tax limitation which expires in 2024, in an amount not to exceed 1.1 mills (\$1.10 per \$1,000 of taxable value) (which is a lower rate than the previously voted millage of 1.28 mills that was approved by voters in 2014 and expires in 2024) annually against all taxable property within the Kent District Library district for a period of fifteen (15) years, 2025 through 2039, inclusive, to operate the Kent District Library and provide funds for district library purposes authorized by law? This millage is estimated to provide revenues of \$26,607,000 in the first year (2025) of the levy. To the extent required by law, a portion of the revenues from this millage (estimated to be approximately 1.1% in the first year of the levy) will be captured by or disbursed to the following local authorities: the Kent County Land Bank Authority and the Brownfield Redevelopment Authorities of the Cities of Grandville, Kentwood, Rockford, Walker, and Wyoming.

Yes _____

No _____

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STRATEGIC PLAN 2021-2023

SECOND QUARTER UPDATE
2023

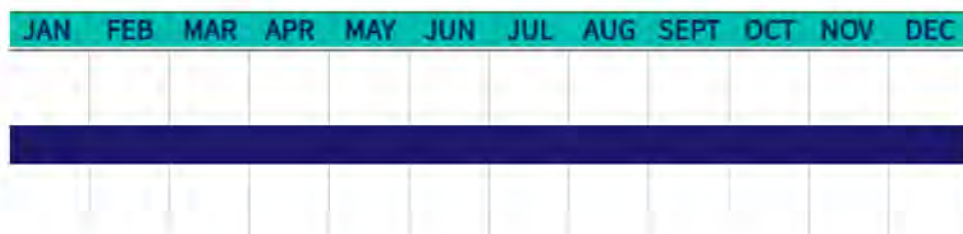


2021-2023 Strategic Goal:

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

2023 Initiative #1

Intentionally deepen relationships with Kent County communities, focusing on one community at a time, by asking questions, listening with humility, creating partnerships remaining open to opportunities and providing economic engagement when applicable.



2023 Q2 Update

On Track

Paused/Delayed

Canceled

Completed

EDI workgroup members Elvia Myers, Emily Whalen, Sara Magnusen are working with Dee Sherwood, Director WMU Native American Affair Council on KDL partner on Native American Heritage Grant. If awarded, the grant would support a community-University collaborative project in partnership with Kent District Library (KDL) entitled "Celebrating Native American Songs and Storytelling." The purpose of the project is to address the narrow representation of Native Americans, particularly among youth and young adults in schools, curricula, libraries, universities, and other educational spaces, and to broaden the representation of Native youth and adults to include depth, diversity, and complexity, through songs and storytelling by tribal citizens and Native American community members.

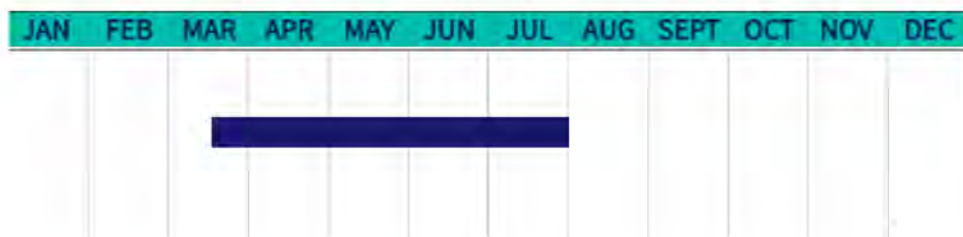
One Community Storytelling Events will be held in the fall of 2023 at 4 branch locations, all events will be an hour. One Community Facilitated Discussion on the American Indian Boarding Schools and intergenerational trauma in Indigenous communities with Western Michigan University Associate Professor Dee Sherwood on will be on September 28, 2023 at 9:00 AM , staff will be required to attend, join virtual or watched the recorded session.

2021-2023 Strategic Goal:

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

2023 Initiative #2

To be more welcoming to refugees and non-English speaking members of our community and make the library more accessible by providing more translating services, including over the phone interpretation on demand, reassessing in-branch signage and marketing materials and introducing storytimes in other languages, beginning with Spanish and ASL.



2023 Q2 Update

On Track

Paused/Delayed

Canceled

Completed

In the initial months of this project, the team has completed research on language service providers and gathered preliminary information on services and costs, and have identified criteria to help determine potential candidates. The team followed up with providers for more information on setup and customization and requested demo calls to test the services to select a top choice.

For the demos, the team took into consideration the different ways the calls can be connected, the wait times for service, and the quality of the interpretation. Grace MiguelCipriano, Sara Proano, Graham Lawcock, and Brad Allen all lent their language skill to help us test these services.

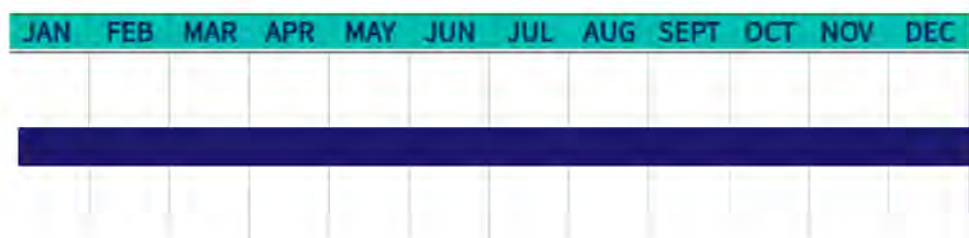
After evaluating the language services from our top providers, the project team selected Voices for Health as the provider that KDL will be moving forward with and partner with for KDL's OPI service. This service is a local language service provider with 25 years of experience and the team feels confident in their ability to help us provide exemplary customer service. KDL met with their team to discuss staff training, service customization, and the development of staff educational resources. The project team is now working on creating marketing materials to advertise KDL's OPI service, writing a procedure for the patron services department, and scheduling training for the team.

2021-2023 Strategic Goal:

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

2023 Initiative #3

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. User market data to identify areas in the county where there is opportunity for new cardholder growth while meeting people where they are.



2023 Q2 Update

On Track

Paused/Delayed

Canceled

Completed

The team has been hard at work strategizing ways to reach area college students, discussing a potential partnership with GRPL to maximize outreach during ArtPrize and narrowed down some partnership organizations for well-attended public outreach events this fall.

Penni Zurgable set up a meeting with GRPL to discuss some partnership opportunities that would benefit both of our systems and promote library card ownership. A new bookmark handout aimed at college students to be distributed by our college library partners with information about how to sign up for either GRPL or KDL cards depending on where the student resides.

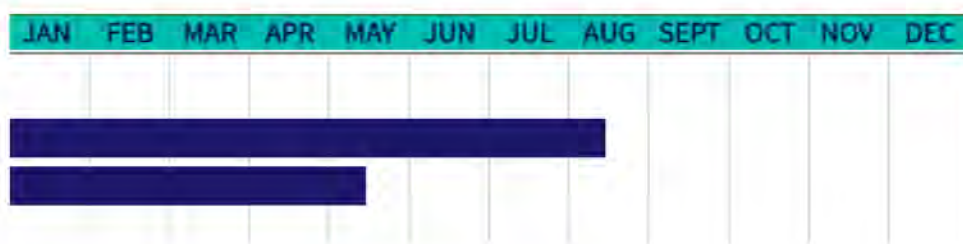
The cardholder drive is progressing with the development of the “Get Carded” campaign that will launch after Summer Wonder concludes. Meanwhile, a targeted initiative is underway in the Kelloggsville, Wyoming and Kentwood area that has produced 507 new card signups and re-engaged 2,174 lapsed cardholders. This targeted effort will conclude soon, and the project team will determine if it should be scaled up and implemented within all of the branches. KDL is on track with new cardholder sign ups in regard to year-over-year comparisons, but a big push will need to occur in the fall with the campaign to meet the 2023 target of 25,000.

2021-2023 Strategic Goal:

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

2023 Initiative #4

In an 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 to 5. This will include refreshing One Thousand Books Before Kindergarten (1KB4K), piloting pre-school booster packs and introducing a Picture Books CORE collection, as well as partnering with local daycares and pre-schools to promote the aforementioned offerings, WonderKnook playspaces, Early Lit Bit Newsletter and storytimes.



2023 Q2 Update

On Track

Paused/Delayed

Canceled

Completed

Picture Book Core

Picture Book Core, which is a new collection of KDL's 100 most popular children's books was launched in May. This project had perfect timing and was launched right before Summer Wonder began and was a wild success. Most of the books from each branch's collection were checked out within the first couple of days.

1KB4K Revamp

The artwork for 1KB4K is complete and a preview was shown to Branch Librarians at various meetings to positive feedback. The team is critically reviewing the booklet mockup and thinking through how patrons will interact with the landscape, wall calendar-like format and the marking tools kids might use. Due to costs that create a booklet with thinner paper and the double-sided nature of the booklet, stickering or crayons will be used for tracking progress instead of markers. The team is working their way through checking off a promotional and marketing list to make sure all old 1KB4K logos and information are updated come the September launch.

2021-2023 Strategic Goal:

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

The 1KB4K completer bag, which is given to children once they complete the 1KB4K program is now in production. This prize bag was designed to feature the final animal sticker that the children “collect,” on their reading journey: the Robin. A new sign-up brochure is in the design and editing phase, and the activity booklet for 1KB4K continues to evolve with the team’s help and Brad Baker’s design expertise. KDL’s summer graphic design interns, Kyle Strong and Lexi Seidel, are working under Brad to help with parts of this project.

The team also recently had a meeting to focus on how the program will be implemented in the Beanstack app to make sure the digital tracking option is easy to use. Images of the paper experience are below:



2021-2023 Strategic Goal:

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

2023 Initiative #5

Conduct an audit of KDL's magazine, music compact disc 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 promote patron adaptation of the digital versions for these dying media formats so that budget dollars and space can be dedicated to items with a higher return on investment.



2023 Q2 Update

On Track

Paused/Delayed

Canceled

Completed

Data related to the circulation, collection size, budgets for periodicals, audiobooks, and music CDs has been compiled to look at for each branch and the team also gathered info from other library systems throughout the country to see what others are doing in regard to their physical collections that may be considered a dying format.

The team also gathered in-branch use data for the periodicals since newspapers and magazines are a high in-branch use item and their value may not be captured in circulation numbers. Stats are being gathered around how often magazines are used in branches each day, whether or not there is interest in a digital option and patron's reported preferences. All of this data pulled surrounding the item types being considered and beginning the process of formulating initial recommendations that can be used to project next year's budget needs.

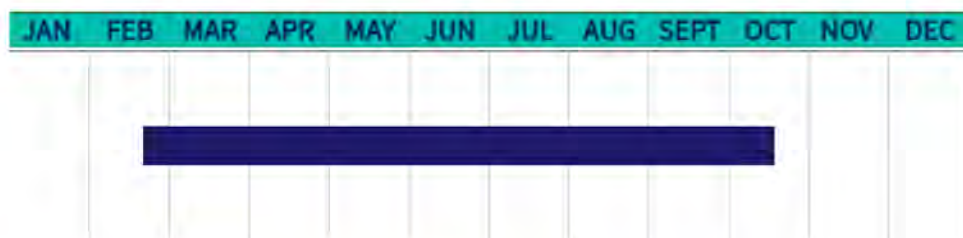
Once compiled recommendations for periodicals, audiobooks, and music CDs will be presented to the managers. Once these recommendations are presented the group will move toward later steps in the project.

2021-2023 Strategic Goal:

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

2023 Initiative #6

Redesign a SharePoint communication homepage to better promote internal communication as well as showcase relevant weekly news, trainings, communications and weekly service fundamentals. Reduce staff time spent on various platforms obtaining relevant information so that they can spend more time engaging and serving patrons.



2023 Q2 Update

On Track

Paused/Delayed

Canceled

Completed

The team has been developing an engaging landing page where recent procedures and Communication Bulletins are prominently displayed and has started tagging (audience and document owner) 2023 Communication Bulletins to make it easier for folks to find/browse less recent Communication Bulletins. The team reviewed procedure topics from PolicyTech and removed and renamed a few. These topics were created a couple of years ago and some have seldom been used. Soon we will start tagging Procedures (Topic, Document Owner, Date last reviewed).

All documents have now been tagged with the appropriate audience, owner, and topic. The team is now making documentation on how to search/browse the site for specific documents, as well as how to update a document and how to draft a new one from a template.







The project team has been working on re-linking all cross-referenced procedures on the new SharePoint site to ensure that staff still has access to all reference materials. The next steps of this project include finalizing training plans, procedures and videos so a system-wide roll-out can happen prior to the stated due date. All parts of this project are on track and this conversion will allow staff to get more comfortable navigating SharePoint before ore changes are made later in the year.



KPI VARIANCE REPORT: BOARD

2nd Quarter 2023 (April - June)

STATUS	KPI	TARGET	ACTUAL	VARIANCE	
	Total Circulation	1,276,631 total checkouts (722,224 physical + 554,407 digital)	1,298,975 total checkouts (718,677 physical + 580,298 digital)	2%	PATRON / OPERATIONAL
	Visitor Count	595,400	578,105	-3%	
	Net Promoter Score	85+	88	3%	
	Programming Attendance (In-branch, in-person total)	38,680	57,307	48%	
	Outreach Attendance (In-person total)	24,554	32,824	34%	
	Engaged Cardholders	109,810	107,786	-2%	
	Tech Effectiveness (Combination of new patron tickets and percentage of resolved patron tickets)	16+ points	18 points (32 avg. new monthly tickets + 94% resolved tickets)	+2 points	INNOVATION
	Projects on Time	> 80%	85%	5%	

	Employee Turnover <i>(Projected annual total, updated quarterly)</i>	< 15%	12.58%	-2.42%	CULTURE
	Employee Engagement <i>(updated annually)</i>	33% (Gallup National Average)	64%	31%	
	Donations <i>(updated quarterly)</i>	\$50,000	\$85,580	71%	FINANCIAL
	Budget Expenditures <i>(Percentage through the year vs. budget spent)</i>	50%	49%	-1%	
	Early Literacy Program Participation <i>(In-branch, in-person total)</i>	17,520	18,108	3%	STRATEGIC
	New Cardholder Signups	7,438	5,675	-24%	