



BOARD OF TRUSTEES

PACKET



May 2023

DRAFT



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

KDL Spencer Township Branch, 14960 Meddler Ave, Gowen, MI

DATE & TIME

Thursday, May 18, 2023, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: April 20, 2023
- C. Request: Comstock Park Branch late closing on Friday, August 11, 2023, due to the annual Comstock Park Community Celebration.

4. REGIONAL MANAGER UPDATE – KRAUSE, NELSON & SPENCER TOWNSHIP BRANCH UPDATE

5. FINANCE REPORTS – April 2023*

6. DIRECTOR'S REPORT – April 2023

7. NEW BUSINESS

- A. Policy Manual: Section 3.9 * *First Reading*
- B. Policy Manual: Section 4 Patron Behaviors * *First Reading*
- C. 2023 Board of Trustees Schedule Amendment*

8. LIAISON REPRESENTATIVE COMMENTS

9. PUBLIC COMMENTS**

10. BOARD MEMBER COMMENTS

11. MEETING DATES

Next Regular Meeting: Thursday, June 15, 2023 – KDL Service + Meeting Center, 4:30 PM

12. ADJOURNMENT*

* *Requires Action*

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

DRAFT



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, April 20, 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: Josh Bernstein, Jaci Cooper, Jennifer DeVault, Sheri Glon, Liz Guarino, Randy Goble, Grahm Lawcock, Kim Lindsay, Brian Mortimore, Elvia Myers, Karen Small, Kurt Stevens and Lance Werner.

GUESTS PRESENT: Kelaine Mish (joined at 5:19 PM)

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. MOMENT OF SILENCE

A KDL staff member's husband passed away earlier in the afternoon and Executive Director Lance Werner asked that everyone take a moment of silence.

4. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: March 16, 2023
- C. Lakeland Library Cooperative Report: March 9, 2023
- D. Request: Walker Branch early closing on August 18, 2023, for carpet cleaning.
- E. Request: Byron Township Branch late closing on October 21, 2023, for Byron Township Branch 20th anniversary celebration.

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

5. FINANCE REPORTS – March 2023*

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

- The KDL cash position at the end of March was \$29.9M as compared to \$29.7M at this time last year. All KDL funds are at work at various interest rates and rates of return.
- The Atlanta Capital portfolio had a \$137K positive bounce in March and the funds KDL has in the Huntington government-based liquidity funds have yielded more than 4.5%.
- Revenues through March were at \$26M or 88.1% of revenue budget as compared to \$24.6M at this time in 2022. Increased revenue is due to property taxes and investment returns.
- Expenditures through March were \$8.5M or 26.5% of the expenditure budget, which is slightly above the 25% that KDL expected to spend for the first quarter of the year. This is because there are costs incurred at the beginning of the year that cover the full year, such as the HSA contribution, subscriptions and licenses, ILS fees, annual website fee, annual insurance premiums, and annual equipment lease payments, among others.
- Disbursements greater than \$50K for the month of March include:
 - Priority Health - \$146,691.02 - employee health and dental insurance
 - Hitachi Capital America/Bibliotheca - \$144,918.07 - annual lease payment for self-check kiosks and similar equipment
 - TMC Furniture - \$76,042.00 - WonderKnook project
 - IP Consulting - \$61,789.91 - Colocation monthly payment and curbside texting fees
 - Everstream Holding - \$55,485.74 - KDL-wide fiber
- The KDL annual financial and pension plan audits begin April 17 and Finance is hard at work completing initial auditor requests.

The Board asked questions of staff and staff responded.

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

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

6. DIRECTOR'S REPORT – March 2023

- Executive Director Werner has profound gratitude for the Cascade team, from the Regional Managers to the staff, for the kindness, empathy and love they showed to a staff member whose husband was ill and recently passed away.
- The pre-planning stage for the new eSports initiative is going well, and he looks forward to collaborating with colleges and universities around Grand Rapids in the future.
- Happily, the Krause Memorial Branch Expansion Project has the potential to receive \$2.5-\$3.5M in grant funds.
- Mr. Werner visited Lansing to discuss a couple of bills to support public libraries.
- He took a moment to recognize Director of Projects and Planning Jaci Cooper for the fantastic improvements she has made throughout the organization.
- In June of 2023, Grattan Township will have a KDL Express Library System installed which will allow patrons to check out and return items at their own convenience.
- Mr. Werner has been appointed the Vice Chair of the Library of Michigan Board.

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7. NEW BUSINESS

A. 1st Quarter Strategic Plan & KPI Update

Director of Projects and Planning Jaci Cooper presented.

B. Issue Analysis: RFP for Sort Assistant Recommendation *

IT Director Kurt Stevens introduced Regional Manager II Karen Small, who demonstrated the new Sort Assistant Software. Network Systems Specialist Graham Lawcock and Collections Manager Liz Guarino were present for the presentation as well.

Motion: Ms. Bruursema moved to approve the Issue Analysis: RFP for Sort Assistant Recommendation.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

C. Policy Manual Review: Section 3 Facilities + Operations*

Motion: Ms. Weller moved to approve Policy Manual Review: Section 3 Facilities + Operations.

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion carried.

D. Policy Manual Review: Section 6.12 Board Member Compensation *

Motion: Mr. Dykhuis moved to approve Policy Manual Review: Section 6.12 Board Member Compensation.

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion carried.

8. LIAISON REPRESENTATIVE COMMENTS – None.

9. PUBLIC COMMENTS** -

- Kelaine Mish mentioned that the KDL Policy Manual section 3.9 has fragmented sentences and grammatical errors.
- Director of Library Operations Jennifer DeVault and Regional Manager I Lulu Brown secured \$1M with the DDA for an Outdoor Garden and Playspace revamp at the Cascade Township Branch.

10. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema shared that Monday, April 24 is Right to Read day. She enjoyed the Kentwood Branch WonderKnook Ribbon Cutting and was pleasantly surprised to see several Branch Managers along with the City of Kentwood Mayor and Clerk at the festivities. Caledonia Township Branch Librarian Audrey Baker has been appointed to the Library of Michigan Board of Trustees. Next week is National Library Week. She appreciates the staff that attend the Board of Trustees meetings.

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Ms. Chrenka – Ms. Chrenka attended the Spencer Township Community Report as well as the Cascade Township Branch. She asked a staff member a question and was delighted when she received an email from the staff following up with an answer.

Mr. Dykhuis – Mr. Dykhuis is excited about all the innovations occurring at KDL.

Mr. Erlewein – Chair Erlewein attended the mushroom harvesting program at the Alto Branch and is looking forward to going out in the woods to harvest them. He was impressed with the Sort Assistant software and its efficiency. He also wanted to make everyone aware that amidst construction Chicago will also be hosting a NASCAR race around the same time as the ALA Conference.

Ms. Gilreath-Watts – Ms. Gilreath-Watts shared that her first experience with the library was through poetry. In honor of National Poetry Month, she shared the poem “My First Memory [of Librarians]” by Nikki Giovanni.

Mr. Lintemuth – Ms. Lintemuth reminded everyone that April is Autism Awareness Month. Recently, she also shared Perk Pass information with a family in her community. As a result, that family found a fun new activity to do during Spring Break.

Mr. Moyer Hotz – Ms. Moyer Hotz congratulated Director of Projects and Planning Jaci Cooper on the fabulous WonderKnook Ribbon Cutting. She also attended her first Community Report for the City of East Grand Rapids and had a fabulous time representing KDL.

Ms. Weller – Ms. Weller attended the Write Michigan Award Ceremony and felt that it was a great experience for all. She was impressed with the work that Director of Engagement Randy Goble and his team did to make the Award Ceremony a terrific experience for the writers.

11. MEETING DATES

Regular Meeting: Thursday, May 18, 2023 – Kent District Library Spencer Township Branch, 4:30 PM.

12. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 6:16 PM.

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



May 9, 2023

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

Dear Board of Trustees,

I am writing to you to request permission to keep the Comstock Park branch open until 8:00 pm on Friday, August 11, 2023, three hours later than the normal closing time. The Comstock Park Downtown Development Authority is hosting its annual Comstock Park Community Celebration in conjunction with its second iteration of Mill Creek Days, and the library would be following its tradition of joining this event. The Comstock park branch would like to provide an ice cream cart and photo booth in our parking lot.

Thank you for your consideration.

Sincerely,

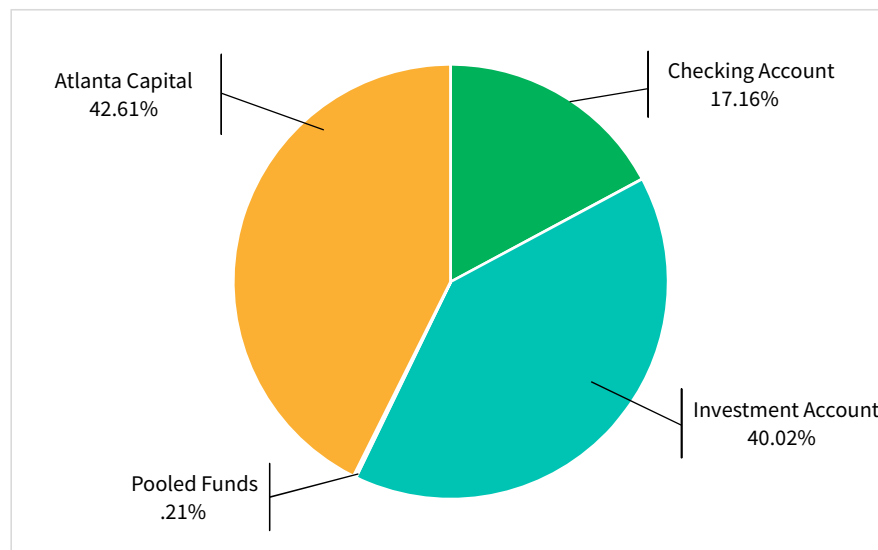
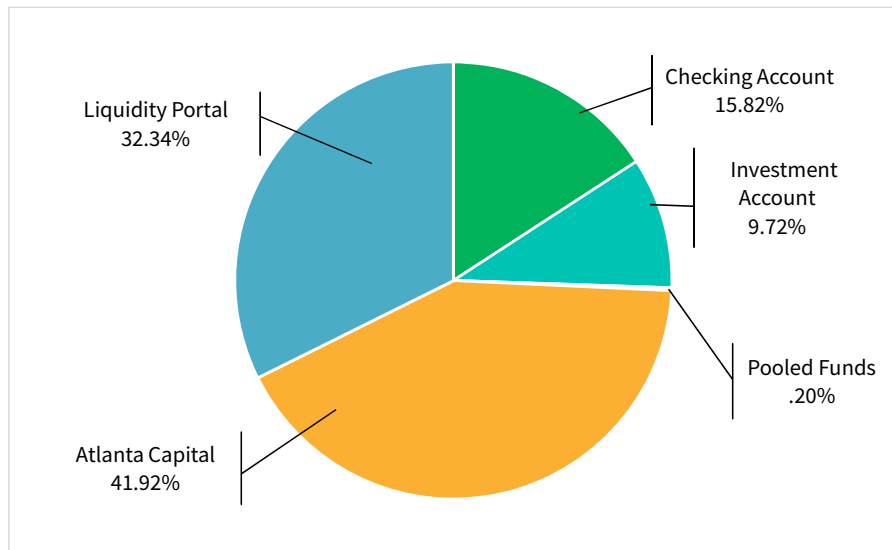
A handwritten signature in black ink, appearing to read "Penni Zurgable".

Penni Zurgable

Regional Manager of the Comstock Park and Plainfield branches
cc: Lance Werner, Executive Director and Elvia Myers, Executive Assistant



Monthly Cash Position Per Bank Month ended April 30



| 2023 | | |
|-------------------------------|--------|------------------------|
| Account | Rate | Amount |
| Huntington Checking Account | 0.500% | \$4,437,657.30 |
| Huntington Investment Account | 1.004% | \$2,725,394.46 |
| *Kent County Pooled Funds | 2.647% | \$56,675.82 |
| Atlanta Capital Investments | | \$11,756,715.00 |
| Huntington Liquidity Portal | | \$9,071,702.75 |
| | | <u>\$28,048,145.33</u> |

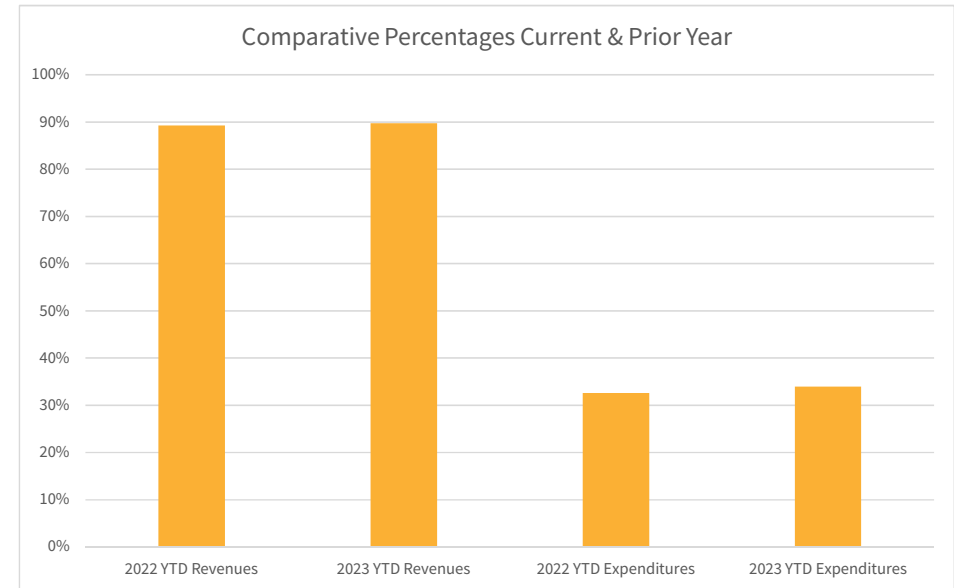
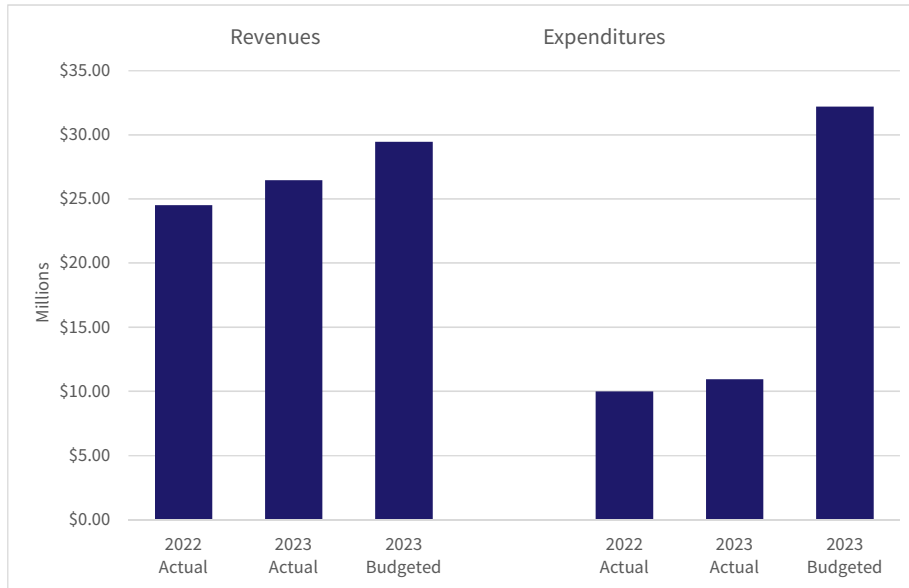
| 2022 | | |
|-------------------------------|--------|------------------------|
| Account | Rate | Amount |
| Huntington Checking Account | 0.100% | \$4,657,979.23 |
| Huntington Investment Account | 0.009% | \$10,860,536.99 |
| *Kent County Pooled Funds | 0.464% | \$55,888.26 |
| Atlanta Capital Investments | | \$11,565,543.00 |
| | | <u>\$27,139,947.48</u> |

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month ended April 30



| Budget to Actual with Prior Year Comparison | | |
|---|----|------------|
| Revenues | | |
| 2022 Actual | \$ | 24,521,394 |
| 2023 Actual | \$ | 26,463,676 |
| 2023 Budgeted | \$ | 29,478,777 |
| Expenditures | | |
| 2022 Actual | \$ | 9,997,274 |
| 2023 Actual | \$ | 10,945,120 |
| 2023 Budgeted | \$ | 32,222,068 |

| Comparative Percentages Current & Prior Year | |
|--|--------|
| Account | Amount |
| 2022 YTD Revenues | 89.3% |
| 2023 YTD Revenues | 89.8% |
| 2022 YTD Expenditures | 32.6% |
| 2023 YTD Expenditures | 34.0% |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2023 Through 4/30/2023
(In Whole Numbers)

| | YTD Actual | 2023 Original Budget | 2023 Original Budget to Actual Variance | Percent Remaining |
|---|------------|-------------------------|---|----------------------|
| Revenues | | | | |
| Property Taxes | 25,769,697 | 26,483,315 | (713,618) | (3)% |
| Penal Fines | 0 | 600,000 | (600,000) | (100)% |
| Charges for Services | 12,282 | 35,000 | (22,718) | (65)% |
| Interest Income | 310,903 | 0 | 310,903 | 0 % |
| Public Donations | 90,949 | 200,000 | (109,051) | (55)% |
| Other Revenue | 38,184 | 1,141,790 | (1,103,606) | (97)% |
| State Sources | 241,661 | 1,018,672 | (777,012) | (76)% |
| Total Revenues | 26,463,676 | 29,478,777 | (3,015,101) | (10)% |
| Expenditures | | | | |
| Salaries and Wages | 4,237,558 | 13,856,694 | 9,619,136 | 69 % |
| Employee Benefits | 1,444,301 | 4,150,785 | 2,706,484 | 65 % |
| Collections - Digital | 1,417,892 | 2,673,678 | 1,255,786 | 47 % |
| Collections - Physical | 634,744 | 2,495,390 | 1,860,646 | 75 % |
| Supplies | 152,290 | 862,296 | 710,006 | 82 % |
| Contractual and Professional Services | 891,593 | 2,163,067 | 1,271,474 | 59 % |
| Programming and Outreach | 56,739 | 470,555 | 413,816 | 88 % |
| Maintenance and Utilities | 1,065,941 | 3,383,632 | 2,317,691 | 68 % |
| Staff Development | 96,014 | 369,102 | 273,088 | 74 % |
| Board Development | 9,171 | 15,000 | 5,829 | 39 % |
| Other Expenditures | 409,271 | 752,057 | 342,786 | 46 % |
| Capital Outlay | 529,605 | 1,029,812 | 500,207 | 49 % |
| Total Expenditures | 10,945,120 | 32,222,068 | 21,276,948 | 66 % |
| Excess Revenue Over (Under) Expenditures | 15,518,556 | (2,743,291) | 18,261,847 | (666)% |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2023 Through 4/30/2023
(In Whole Numbers)

| | YTD Ending April 30, 2022 | YTD Ending April 30, 2023 | Total Variance |
|--|------------------------------|------------------------------|----------------|
| Revenues | | | |
| Property Taxes | 24,508,937 | 25,769,697 | 1,260,761 |
| Charges for Services | 13,961 | 12,282 | (1,679) |
| Interest Income | (330,998) | 310,903 | 641,901 |
| Public Donations | 68,365 | 90,949 | 22,584 |
| Other Revenue | 240,593 | 38,184 | (202,409) |
| State Sources | 20,536 | 241,661 | 221,125 |
| Total Revenues | 24,521,394 | 26,463,676 | 1,942,282 |
| Expenditures | | | |
| Salaries and Wages | 4,240,388 | 4,237,558 | (2,830) |
| Employee Benefits | 1,334,522 | 1,444,301 | 109,779 |
| Collections - Digital | 1,226,539 | 1,417,892 | 191,353 |
| Collections - Physical | 725,073 | 634,744 | (90,329) |
| Supplies | 132,188 | 152,290 | 20,102 |
| Contractual and Professional Services | 745,644 | 891,593 | 145,950 |
| Programming and Outreach | 57,774 | 56,739 | (1,034) |
| Maintenance and Utilities | 832,707 | 1,065,941 | 233,234 |
| Staff Development | 115,103 | 96,014 | (19,089) |
| Board Development | 9,097 | 9,171 | 74 |
| Other Expenditures | 384,225 | 409,271 | 25,046 |
| Capital Outlay | 194,013 | 529,605 | 335,591 |
| Total Expenditures | 9,997,274 | 10,945,120 | 947,846 |
| Excess Revenue Over (Under) Expenditures | 14,524,120 | 15,518,556 | 994,436 |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2023 Through 4/30/2023
(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 | 79,704 | 25,530,904 | 26,214,517 | (683,613) | (3)% |
| 4412 Delinquent personal property taxes | 25,723 | 28,576 | 10,000 | 18,576 | 186 % |
| 4432 DNR - PILT | 0 | 4,032 | 30,000 | (25,968) | (87)% |
| 4437 Industrial facilities taxes | 57,905 | 206,186 | 228,798 | (22,612) | (10)% |
| Total Property Taxes | 163,333 | 25,769,697 | 26,483,315 | (713,618) | (3)% |
| 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 | 22 | 525 | 35,000 | (34,475) | (98)% |
| 4685 Materials replacement charges | 2,266 | 11,756 | 0 | 11,756 | 0 % |
| Total Charges for Services | 2,288 | 12,282 | 35,000 | (22,718) | (65)% |
| Interest Income | | | | | |
| 4664 Interest Earned on Restricted Investments | 115 | 309 | 0 | 309 | 0 % |
| 4665 Interest earned on deposits and investments | 76,372 | 301,959 | 0 | 301,959 | 0 % |
| 4666 Interest Earned - Property Taxes | 7,303 | 8,635 | 0 | 8,635 | 0 % |
| Total Interest Income | 83,789 | 310,903 | 0 | 310,903 | 0 % |
| Public Donations | | | | | |
| 4673 Restricted donations | 24,833 | 72,132 | 0 | 72,132 | 0 % |
| 4674 Unrestricted donations | 963 | 18,817 | 200,000 | (181,183) | (91)% |
| Total Public Donations | 25,796 | 90,949 | 200,000 | (109,051) | (55)% |
| Other Revenue | | | | | |
| 4502 Universal Service Fund - eRate | 0 | 0 | 1,137,290 | (1,137,290) | (100)% |
| 4651 Admission/Entry fees | 0 | 434 | 0 | 434 | 0 % |
| 4668 Royalties | 569 | 1,406 | 0 | 1,406 | 0 % |
| 4672 Local grants | 2,250 | 2,250 | 0 | 2,250 | 0 % |
| 4686 Sale of Equipment | 105 | 365 | 0 | 365 | 0 % |
| 4688 Miscellaneous | 126 | 570 | 4,500 | (3,930) | (87)% |
| 4695 Health Insurance Plan Experience Rebate | 0 | 33,159 | 0 | 33,159 | 0 % |
| Total Other Revenue | 3,050 | 38,184 | 1,141,790 | (1,103,606) | (97)% |
| State Sources | | | | | |
| 4540 State Aid | 221,125 | 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 | 0 | 0 | 470,000 | (470,000) | (100)% |
| Total State Sources | 221,125 | 241,661 | 1,018,672 | (777,012) | (76)% |
| Total Revenues | 499,380 | 26,463,676 | 29,478,777 | (3,015,101) | (10)% |
| Expenditures | | | | | |
| Salaries and Wages | | | | | |
| 5700 Board Stipend | 150 | 960 | 3,900 | 2,940 | 75 % |
| 5706 Extra duty stipends | 250 | 950 | 0 | (950) | 0 % |
| 5713 Salary & Wages | 981,680 | 4,235,648 | 13,852,794 | 9,617,146 | 69 % |
| Total Salaries and Wages | 982,080 | 4,237,558 | 13,856,694 | 9,619,136 | 69 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2023 Through 4/30/2023
(In Whole Numbers)

| | Current Month | 2023 YTD | 2023 Original Budget | 2023 Original Budget to Actual Variance | Percent Remaining |
|--|---------------|-----------|-------------------------|---|----------------------|
| Employee Benefits | | | | | |
| 5709 FICA | 75,992 | 312,421 | 1,059,739 | 747,318 | 71 % |
| 5716 Defined Benefit Pension Plan Expenditures | 0 | 0 | 38,225 | 38,225 | 100 % |
| 5717 Defined Contribution Pension Plan Contributions | 45,848 | 186,672 | 814,576 | 627,904 | 77 % |
| 5718 Employee Health Benefits | 130,197 | 547,038 | 1,767,446 | 1,220,408 | 69 % |
| 5720 HSA/Flex | 0 | 369,267 | 380,000 | 10,733 | 3 % |
| 5730 Other Employee Benefits | 7,274 | 28,904 | 90,800 | 61,896 | 68 % |
| Total Employee Benefits | 259,311 | 1,444,301 | 4,150,785 | 2,706,484 | 65 % |
| Collections - Digital | | | | | |
| 5785 Cloud Library/OverDrive | 300,000 | 750,000 | 1,725,000 | 975,000 | 57 % |
| 5786 Hoopla | 141,000 | 321,000 | 574,000 | 253,000 | 44 % |
| 5787 Digital Collection | 0 | 122,186 | 144,073 | 21,887 | 15 % |
| 5788 Miscellaneous Electronic Access | 0 | 224,706 | 230,605 | 5,899 | 3 % |
| Total Collections - Digital | 441,000 | 1,417,892 | 2,673,678 | 1,255,786 | 47 % |
| Collections - Physical | | | | | |
| 5791 Subscriptions | (98) | 68,580 | 91,540 | 22,960 | 25 % |
| 5815 KDL Cruisers | 2,000 | 2,000 | 12,500 | 10,500 | 84 % |
| 5871 Branch Local Materials - Restricted Donation Expenditures | 114 | 1,181 | 0 | (1,181) | 0 % |
| 5982 Collection Materials - Depreciable | 121,235 | 463,625 | 1,469,300 | 1,005,675 | 68 % |
| 5983 CD/DVD Collection Materials - Non-Depreciable | 23,201 | 98,239 | 402,250 | 304,011 | 76 % |
| 5984 Beyond Books Collection - Non-Depreciable | 343 | 1,119 | 519,800 | 518,681 | 100 % |
| Total Collections - Physical | 146,795 | 634,744 | 2,495,390 | 1,860,646 | 75 % |
| Supplies | | | | | |
| 5750 Collection Processing & AV Supplies | 9,951 | 33,397 | 161,265 | 127,868 | 79 % |
| 5751 Supplies | 10,783 | 41,247 | 154,086 | 112,839 | 73 % |
| 5760 Technology & Accessories <\$1000 | 263 | 12,682 | 111,880 | 99,198 | 89 % |
| 5764 KDL Staff Event, Supplies & Awards | 1,411 | 4,857 | 70,000 | 65,143 | 93 % |
| 5768 Promotions Supplies | 333 | 3,115 | 35,610 | 32,495 | 91 % |
| 5770 Other Awards/Prizes | 1,610 | 29,624 | 200,300 | 170,676 | 85 % |
| 5790 Books (not for circulation) | 139 | 139 | 40,585 | 40,446 | 100 % |
| 5851 Mail/Postage | 508 | 3,890 | 7,600 | 3,710 | 49 % |
| 5900 Copier/Printer Overage Charges | 8,967 | 23,338 | 80,970 | 57,632 | 71 % |
| Total Supplies | 33,965 | 152,290 | 862,296 | 710,006 | 82 % |
| Contractual and Professional Services | | | | | |
| 5792 Software | 17,543 | 302,538 | 753,278 | 450,740 | 60 % |
| 5801 Professional & Other Contracted Services | 60,493 | 347,390 | 823,190 | 475,800 | 58 % |
| 5813 Delivery Services | 15,594 | 59,449 | 193,235 | 133,786 | 69 % |
| 5814 Security Services | 1,978 | 8,367 | 31,100 | 22,733 | 73 % |
| 5817 Lakeland Library Co-op services | 1,606 | 3,213 | 6,425 | 3,213 | 50 % |
| 5827 Catering | 77 | 1,283 | 46,448 | 45,165 | 97 % |
| 5890 ILS Fees | 0 | 104,860 | 140,744 | 35,884 | 25 % |
| 5891 Licenses and Fees | 12,953 | 64,493 | 168,647 | 104,154 | 62 % |
| Total Contractual and Professional Services | 110,245 | 891,593 | 2,163,067 | 1,271,474 | 59 % |
| Programming and Outreach | | | | | |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2023 Through 4/30/2023
(In Whole Numbers)

| | Current Month | 2023 YTD | 2023 Original Budget | 2023 Original Budget to Actual Variance | Percent Remaining |
|--|---------------|-----------|-------------------------|---|----------------------|
| 5795 Programming & Outreach Supplies | 7,534 | 23,238 | 219,375 | 196,137 | 89 % |
| 5885 Speakers/Performers | 3,997 | 33,501 | 251,180 | 217,679 | 87 % |
| Total Programming and Outreach | 11,531 | 56,739 | 470,555 | 413,816 | 88 % |
| Maintenance and Utilities | | | | | |
| 5810 IT COLO Infrastructure Services | 60,003 | 236,013 | 975,000 | 738,987 | 76 % |
| 5822 Maintenance Contracts | 0 | 4,619 | 12,000 | 7,381 | 62 % |
| 5848 Mobile Hotspots | 93 | 100,507 | 225,315 | 124,808 | 55 % |
| 5849 Cell Phones/ Stipends | 1,400 | 7,802 | 27,469 | 19,667 | 72 % |
| 5850 Telephones | 2,436 | 21,502 | 37,000 | 15,498 | 42 % |
| 5852 Internet/Telecomm Services | 58,341 | 231,023 | 865,000 | 633,977 | 73 % |
| 5919 Waste Disposal | 467 | 1,889 | 8,200 | 6,311 | 77 % |
| 5920 Utilities | 6,210 | 15,182 | 90,000 | 74,818 | 83 % |
| 5925 Lawncare & Snowplowing | 1,233 | 12,851 | 40,000 | 27,149 | 68 % |
| 5928 Branch Maintenance Fees | 0 | 142,513 | 564,786 | 422,274 | 75 % |
| 5930 Repairs & Maintenance | 2,204 | 9,353 | 112,740 | 103,387 | 92 % |
| 5933 Software & IT Hardware Maintenance Agreements | 0 | 90,175 | 195,000 | 104,825 | 54 % |
| 5940 Rentals & Leases | 27,467 | 192,513 | 231,122 | 38,609 | 17 % |
| Total Maintenance and Utilities | 159,856 | 1,065,941 | 3,383,632 | 2,317,691 | 68 % |
| Staff Development | | | | | |
| 5910 Staff Development & Conferences | 26,390 | 96,014 | 369,102 | 273,088 | 74 % |
| Total Staff Development | 26,390 | 96,014 | 369,102 | 273,088 | 74 % |
| Board Development | | | | | |
| 5908 Board Development | 3,999 | 9,171 | 15,000 | 5,829 | 39 % |
| Total Board Development | 3,999 | 9,171 | 15,000 | 5,829 | 39 % |
| Other Expenditures | | | | | |
| 5759 Gas, Oil, Grease | 187 | 853 | 10,050 | 9,197 | 92 % |
| 5860 Parking | 53 | 250 | 4,245 | 3,995 | 94 % |
| 5861 Mileage Reimbursement | 5,183 | 12,699 | 65,447 | 52,748 | 81 % |
| 5870 Branch Local Misc - Restricted Donation Expenditures | 9,477 | 34,784 | 0 | (34,784) | 0 % |
| 5873 Website | 0 | 162,932 | 163,900 | 968 | 1 % |
| 5875 Advertising | 7,264 | 32,800 | 160,690 | 127,890 | 80 % |
| 5901 Outsourced Printing & Publishing | 796 | 7,616 | 74,000 | 66,384 | 90 % |
| 5906 Community Outreach | 3,175 | 6,455 | 36,300 | 29,845 | 82 % |
| 5907 Sponsorships/Donations | 532 | 532 | 7,845 | 7,313 | 93 % |
| 5935 Insurance | 0 | 110,069 | 104,880 | (5,189) | (5)% |
| 5939 Workers Compensation Insurance | 0 | 37,541 | 35,000 | (2,541) | (7)% |
| 5955 Miscellaneous | 330 | 356 | 35,400 | 35,044 | 99 % |
| 5959 Sales Taxes | (2) | (18) | 700 | 718 | 103 % |
| 5964 Property Tax Reimbursement | 0 | 1,719 | 50,000 | 48,281 | 97 % |
| 5965 MEL Return Items | 243 | 684 | 3,600 | 2,916 | 81 % |
| Total Other Expenditures | 27,238 | 409,271 | 752,057 | 342,786 | 46 % |
| Capital Outlay | | | | | |
| 5974 Land Improvements - Depreciable | 0 | 0 | 20,000 | 20,000 | 100 % |
| 5977 Technology - Non-Depreciable (\$1000-4999) | 0 | 69,830 | 213,100 | 143,270 | 67 % |
| 5978 Technology - Depreciable (5,000+) | 0 | 0 | 445,000 | 445,000 | 100 % |

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2023 Through 4/30/2023
(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) | 10,841 | 93,298 | 351,712 | 258,414 | 73 % |
| 5980 | Equipment/Furniture - Depreciable (\$5000+) | 195,010 | 366,477 | 0 | (366,477) | 0 % |
| | Total Capital Outlay | 205,851 | 529,605 | 1,029,812 | 500,207 | 49 % |
| | Total Expenditures | 2,408,260 | 10,945,120 | 32,222,068 | 21,276,948 | 66 % |
| | Excess Revenue Over (Under) Expenditures | (1,908,880) | 15,518,556 | (2,743,291) | 18,261,847 | (666)% |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2023 Through 4/30/2023

| Check Number | Vendor Name | Check Amount | Check Date |
|-----------------|---|--------------|------------|
| 86338 | Overdrive, Inc | 300,249.00 | 4/19/2023 |
| AP-230770000540 | Priority Health | 152,516.01 | 4/4/2023 |
| 86336 | Midwest Tape LLC | 146,707.10 | 4/19/2023 |
| 86256 | Lynch's Metal Fabrication | 77,753.74 | 4/6/2023 |
| 86312 | Everstream Holding LLC- Michigan | 54,395.77 | 4/19/2023 |
| 86238 | Grand Rapids Chamber of Commerce Capital Campaign | 20,000.00 | 4/6/2023 |
| 86316 | Grand Rapids Community Foundation | 19,007.00 | 4/19/2023 |
| 86315 | Foster, Swift, Collins & Smith, P.C. | 18,377.00 | 4/19/2023 |
| 86306 | Comerica Bank | 18,189.94 | 4/19/2023 |
| 86274 | Same Day Delivery, Inc | 14,700.00 | 4/6/2023 |
| 86347 | Rehmann Robson LLC | 13,000.00 | 4/19/2023 |
| AP-230740001191 | Priority Health | 12,819.23 | 4/3/2023 |
| 86333 | Michigan Office Solutions (MOS) | 9,158.40 | 4/19/2023 |
| 86220 | Baker & Taylor | 9,135.27 | 4/6/2023 |
| 86226 | Comerica Bank | 7,649.11 | 4/6/2023 |
| AP-INV-10813 | Canva US, Inc. | 7,144.01 | 4/10/2023 |
| 86241 | ID Builders, Inc. | 6,500.00 | 4/6/2023 |
| 86270 | Quipu Group, LLC | 6,069.00 | 4/6/2023 |
| AP-Q-90660 | Abila | 5,801.49 | 4/10/2023 |
| AP-INV 04420865 | Paycor, Inc. | 5,071.78 | 4/13/2023 |
| 86349 | Same Day Delivery, Inc | 4,900.00 | 4/19/2023 |
| 86285 | Thomas Klise/Crimson Multimedia | 4,250.00 | 4/6/2023 |
| 86262 | Midwest Tape LLC | 4,199.87 | 4/6/2023 |
| 86240 | Huron Associates LLC | 3,960.00 | 4/6/2023 |
| 86308 | DK Security | 3,760.80 | 4/19/2023 |
| AP-April 2023 | PLIC - SBD Grand Island | 3,551.93 | 4/3/2023 |
| 86265 | NorthEast Print House | 3,484.24 | 4/6/2023 |
| 86236 | EasyVista, Inc. | 3,321.00 | 4/6/2023 |
| 86212 | All Season Lawn Care | 3,300.50 | 4/6/2023 |
| 86299 | Baker & Taylor | 3,139.76 | 4/19/2023 |
| 86303 | Central Michigan Paper | 3,120.00 | 4/19/2023 |
| 86327 | Kushner & Company Inc | 3,117.65 | 4/19/2023 |
| 86354 | Thomas Klise/Crimson Multimedia | 2,970.00 | 4/19/2023 |
| 86246 | J.Appleseed/Creative Library Sales | 2,914.50 | 4/6/2023 |
| 86289 | Xerox Financial Services LLC | 2,904.22 | 4/6/2023 |
| AP-207147027761 | Consumers Energy | 2,871.58 | 4/5/2023 |
| 86330 | Lindenmeyr Munroe | 2,790.67 | 4/19/2023 |
| AP-269766 | TelNet Worldwide, Inc. | 2,436.41 | 4/25/2023 |
| 86357 | Ulliance, Inc. | 2,359.80 | 4/19/2023 |
| 86355 | TMC Furniture, Inc. | 2,128.00 | 4/19/2023 |
| 86356 | UAW Local 2600 | 2,053.59 | 4/19/2023 |
| AP-2036757-0323 | Dte Energy | 1,841.59 | 4/5/2023 |
| 86352 | Staples Business Advantage | 1,811.25 | 4/19/2023 |
| 86284 | The Shade Shop | 1,788.70 | 4/6/2023 |
| AP-597182 | 123.Net, Inc | 1,724.00 | 4/13/2023 |
| 86329 | Pre-Paid Legal Services, Inc. | 1,705.80 | 4/19/2023 |
| 86211 | Adtegrity / Media Place Partners | 1,620.14 | 4/6/2023 |
| 86328 | Lakeland Library Cooperative | 1,606.25 | 4/19/2023 |
| 86348 | RNL Graphics Solutions, LLC | 1,604.72 | 4/19/2023 |
| 86324 | Kalamazoo Sanitary Supply / KSS Enterprises | 1,601.87 | 4/19/2023 |
| 86233 | Playaway Products LLC | 1,504.80 | 4/6/2023 |
| 86331 | Literacy Center of West Michigan | 1,500.00 | 4/19/2023 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2023 Through 4/30/2023

| Check Number | Vendor Name | Check Amount | Check Date |
|-----------------|---|--------------|------------|
| 86239 | Holland Litho Printing Services | 1,485.86 | 4/6/2023 |
| 86337 | Nationwide | 1,465.20 | 4/19/2023 |
| 86263 | Lifeworks (US) LTD. | 1,412.46 | 4/6/2023 |
| AP-181862934-23 | Banner Life Insurance Company | 1,387.79 | 4/7/2023 |
| 86253 | Lands End, Inc / Lands End Business Outfitters | 1,183.08 | 4/6/2023 |
| 86244 | Interphase Office Interiors, Inc. | 1,173.54 | 4/6/2023 |
| 86255 | Lightbox Learning | 1,149.40 | 4/6/2023 |
| 86283 | Stealth Pest Management | 1,083.00 | 4/6/2023 |
| AP-201808754132 | Consumers Energy | 1,070.14 | 4/10/2023 |
| 86304 | Christopher Swinson / Mycophiles Garden LLC | 1,050.00 | 4/19/2023 |
| 86301 | Blackstone Audio Inc | 1,046.92 | 4/19/2023 |
| 86209 | ACP Entertainment, Inc. | 1,000.00 | 4/6/2023 |
| 86282 | Staples Business Advantage | 989.80 | 4/6/2023 |
| 86227 | DK Security | 988.80 | 4/6/2023 |
| 86273 | RNL Graphics Solutions, LLC | 949.52 | 4/6/2023 |
| 86287 | Vertigo Music | 915.32 | 4/6/2023 |
| 86269 | Polly Products | 913.97 | 4/6/2023 |
| 86332 | Maria Blair / Mi Casa es su Casa Bilingual Family Daycare | 900.00 | 4/19/2023 |
| 86243 | InfoUSA Marketing, Inc. | 880.00 | 4/6/2023 |
| 86339 | Pam Spring Advertising, LLC | 855.00 | 4/19/2023 |
| 86251 | Kellogg & Sovereign Consulting / Sigma Technology Fund LLC | 850.00 | 4/6/2023 |
| 86297 | Anthony Carpenter | 850.00 | 4/19/2023 |
| 86358 | Unique | 825.29 | 4/19/2023 |
| 86317 | Home Repair Services of Kent County, Inc. | 800.00 | 4/19/2023 |
| 86234 | Cengage Learning | 750.98 | 4/6/2023 |
| 86341 | Penworthy Co. | 738.40 | 4/19/2023 |
| AP-0004797135 | Delta Dental Of Michigan | 703.15 | 4/10/2023 |
| AP-04438025 | Paycor, Inc. | 656.75 | 4/27/2023 |
| 86300 | Becky Spratford | 650.00 | 4/19/2023 |
| 86280 | Smart Source, LLC | 640.71 | 4/6/2023 |
| 86217 | Audrey Barker | 583.88 | 4/6/2023 |
| 86223 | Caitlin Horrocks | 500.00 | 4/6/2023 |
| 86224 | Cassie Peckens | 500.00 | 4/6/2023 |
| 86216 | Aubrey Borr | 500.00 | 4/6/2023 |
| 86313 | FasslerGarden and Yoga | 500.00 | 4/19/2023 |
| 86275 | Sara Elisa Proano Motta | 500.00 | 4/6/2023 |
| 86276 | Sevie Roddy | 500.00 | 4/6/2023 |
| 86259 | Megan Stevens | 500.00 | 4/6/2023 |
| 86290 | Yolihuani Dietachmayr | 500.00 | 4/6/2023 |
| AP-2626662 | Arrowaste | 467.32 | 4/18/2023 |
| 86323 | Juan Fernandez | 400.00 | 4/19/2023 |
| 86247 | Julie Sizemore | 400.00 | 4/6/2023 |
| 86293 | Absopure Water Company | 388.00 | 4/19/2023 |
| 86342 | Performance Assessment Network | 380.00 | 4/19/2023 |
| 86221 | Blackstone Audio Inc | 350.00 | 4/6/2023 |
| 86210 | Ada Township | 300.00 | 4/6/2023 |
| 86235 | Gary F Korreck | 300.00 | 4/6/2023 |
| 86230 | Educational Development Corporation | 298.74 | 4/6/2023 |
| 86254 | Library Ideas, LLC | 286.20 | 4/6/2023 |
| 86266 | Penni Zurgable | 271.92 | 4/6/2023 |
| 86286 | Ulandra Brown | 259.00 | 4/6/2023 |

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2023 Through 4/30/2023

| Check Number | Vendor Name | Check Amount | Check Date |
|-----------------|---|--------------|------------|
| 86272 | Riley Carey | 250.00 | 4/6/2023 |
| 86249 | Karis Rietema | 250.00 | 4/6/2023 |
| 86250 | Jennifer Upcott | 250.00 | 4/6/2023 |
| 86325 | Jennifer Upcott | 250.00 | 4/19/2023 |
| 86258 | Marcie Woods | 250.00 | 4/6/2023 |
| 86225 | Chris Cochran | 250.00 | 4/6/2023 |
| 86214 | Anjali Sardar | 250.00 | 4/6/2023 |
| 86302 | Center Point Publishing | 236.10 | 4/19/2023 |
| AP-2911282-0323 | Comcast Cable | 223.90 | 4/10/2023 |
| 86296 | Anna Small Roseboro | 200.00 | 4/19/2023 |
| 86318 | Jairimi Driesenga | 200.00 | 4/19/2023 |
| 86344 | Rachael Hamlet | 200.00 | 4/19/2023 |
| 86288 | Warner Norcross & Judd Llp | 187.50 | 4/6/2023 |
| AP-016057 | Medtipster.com, LLC. | 163.98 | 4/14/2023 |
| 86231 | ClearStar, Inc. | 162.00 | 4/6/2023 |
| 86319 | Jason Kotarski | 150.00 | 4/19/2023 |
| 86267 | Performance Assessment Network | 150.00 | 4/6/2023 |
| 86291 | Zachary Hatchett | 150.00 | 4/6/2023 |
| 86359 | Wolverine Printing Company | 130.00 | 4/19/2023 |
| 86311 | ClearStar, Inc. | 129.60 | 4/19/2023 |
| 86248 | Kalamazoo Sanitary Supply / KSS Enterprises | 127.20 | 4/6/2023 |
| 86277 | Shannon Hoorn | 126.95 | 4/6/2023 |
| AP-0021585-0423 | Comcast Cable | 126.90 | 4/25/2023 |
| 86257 | Madelyn Besaw | 121.12 | 4/6/2023 |
| 86232 | Everlasting Green Plantscape LLC | 120.00 | 4/6/2023 |
| 86295 | Alma College | 117.00 | 4/19/2023 |
| 86271 | Rachel Groters | 105.00 | 4/6/2023 |
| 86279 | Shirley Bruursema | 101.92 | 4/6/2023 |
| 86237 | Grainger | 99.33 | 4/6/2023 |
| AP-2731069 | TASC | 98.66 | 4/25/2023 |
| AP-9929070943 | Verizon Wireless - MiFi Routers & Cell phones | 93.46 | 4/4/2023 |
| 86215 | Aqua Blue Aquarium Solutions | 85.00 | 4/6/2023 |
| 86298 | Aqua Blue Aquarium Solutions | 85.00 | 4/19/2023 |
| 86294 | Advanced Ecosystems / FishGuy | 75.00 | 4/19/2023 |
| 86278 | Sheri Gilreath-Watts | 60.13 | 4/6/2023 |
| 86252 | Kiwanis Club Of Caledonia | 55.00 | 4/6/2023 |
| 86320 | Jennifer German | 53.99 | 4/19/2023 |
| 86268 | Peter Dykhuis | 53.58 | 4/6/2023 |
| 86314 | Playaway Products LLC | 45.38 | 4/19/2023 |
| 86264 | Nicole Lintemuth | 40.15 | 4/6/2023 |
| 86307 | Demco, Inc | 38.29 | 4/19/2023 |
| 86309 | Dorothy Alt | 35.94 | 4/19/2023 |
| 86222 | Breeanne Jagers | 33.97 | 4/6/2023 |
| 86353 | Thomas R. Noreen / The Bugle, LLC | 30.00 | 4/19/2023 |
| 86322 | Josephine Nied | 24.99 | 4/19/2023 |
| 86305 | Clyde Waltenbaugh Jr. | 24.35 | 4/19/2023 |
| 86245 | isolved Benefit Services | 20.72 | 4/6/2023 |
| 86343 | Portland District Library | 18.99 | 4/19/2023 |
| 86321 | John F. Kennedy, Jr. Library | 18.00 | 4/19/2023 |
| 86213 | Allyson Beeke | 16.99 | 4/6/2023 |
| 86340 | Pentwater Township Library | 16.00 | 4/19/2023 |
| 86326 | Kelsey Stricklen | 12.99 | 4/19/2023 |
| 86310 | Dowagiac District Library | 12.69 | 4/19/2023 |

Date: 5/4/23 08:13:25 AM

Page: 3

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2023 Through 4/30/2023

| <u>Check Number</u> | <u>Vendor Name</u> | <u>Check Amount</u> | <u>Check Date</u> |
|---------------------|------------------------------|---------------------|-------------------|
| 86228 | Dowling Public Library | 11.99 | 4/6/2023 |
| 86345 | Rachel Vandenberg | 9.99 | 4/19/2023 |
| 86242 | Ignatius Bostwick | 9.42 | 4/6/2023 |
| 86346 | Reese Unity District Library | 8.00 | 4/19/2023 |
| 86229 | Ebsco Information Services | 0.00 | 4/6/2023 |
| Report Total | | 1,034,304.80 | |

Kent District Library
Check/Voucher Register - Voided Checks
From 4/1/2023 Through 4/30/2023

| <u>Check Number</u> | <u>Vendor Name</u> | <u>Check Amount</u> | <u>Check Date</u> |
|---------------------|--------------------|--------------------------|-------------------|
| 86057 | Canva US, Inc. | (7,144.01) | 4/7/2023 |
| 86250 | Jennifer Upcott | <u>(250.00)</u> | 4/17/2023 |
| Report Total | | <u><u>(7,394.01)</u></u> | |

Director's Report

April 2023

Kelloggsville + Wyoming

Gaines + Kentwood

The sense of renewal in springtime is refreshing! The Kentwood Branch will soon have beautiful new floral arrangements in the planters on the upstairs balcony, courtesy of the generous Friends of the Kentwood Library. This will help to create a welcoming environment for patrons wanting to enjoy the outdoors. The Friends group's support of the branch is greatly appreciated!

Youth-focused staff at both branches are currently shifting gears with a break from Storytime gatherings. This break does not translate to lots of downtime, however, as staff are busy visiting several schools to drum up excitement for the library. They are getting students signed up for library cards and sharing some of the plans in store during Summer Wonder. This is an exciting time for staff and students alike!

Krause, Nelson + Spencer

Springtime can only mean one thing for youth branch librarians---making visits to area schools to promote Summer Wonder! Youth staff do a wonderful job getting students excited to continue reading over the summer and to participate in the fabulous programs that will be happening.

The Krause Memorial, Nelson Township, and Spencer Township Branches all hosted spring craft extravaganza programs that were very well attended. Children and parents all enjoyed working on imaginative crafts while spending time together.

Spring is also a good time for participating in community programs and events. The Spencer Branch held the annual egg hunt on April 1. This program, which is sponsored by The Friends of the Library, is a perennial community favorite.

The Nelson Township Branch staff participated in the Cedar Springs Community Night on April 20, where they enjoyed connecting with residents and chatting with them about the great library services that are available to residents.

The Krause Memorial Branch staff are hard at work on plans for the "14th annual Reading Rocks" in Rockford reading festival, which takes place on June 3. This year's festival will showcase 40+ authors in Authors' Row. The featured author will be Brynne Barnes, author of *Black Girl Rising*, *Colors of Me*, and *Books Do Not Have Wings*. All are welcome to attend this impressive community event!

Spring for the Wyoming Branch means LEAP (Library Equity Access Pass) into Reading visits from many of Wyoming's local elementary schools. Schools bus children to the library for an entertaining skit, Summer Wonder promotion, library card registration and a tour of the library. This spring the Wyoming Branch also hosted a successful Spanish Storytime performed by Community Engagement Manager Sara Proano from KDL's Community Engagement Department. Wyoming preschoolers read "Don't Touch My Hair" by Sharee Miller and made accompanying art projects that were displayed at the Wyoming Branch last month. Regional Manager I Anjie Gleisner and Regional Manager II Karen Small are working with the City of Wyoming Facilities Department to have new carpeting installed at the Wyoming Branch later this year. Cascade Branch Librarian Dave Palma recently joined the Wyoming team as a Regional Manager II in Training.

The Kelloggsville Branch will be hosting a Cram Night for students and has been experimenting with providing special quiet times to aid studying during exam times. Branch Librarian Cameron Holmes is busying preparing for a 5 Year Birthday Bash to celebrate 5 years in operation for the Kelloggsville Branch. This event will take place later this summer.

Programming Summer Wonder

It is May, which means we are gearing up for another fantastic Summer Wonder. The Summer Wonder workgroup and Programming Department started work last August on this year's program. It is truly a system-wide effort as the teams work together to launch the biggest and most successful summer program in Michigan.

Here are some highlights:

- KDL has hired 31 unique presenters to bring a wide variety of programs to KDL patrons. These will include puppet shows, magicians, musical acts, llamas (!), farm animals and reptiles...to name a few.
- The Marketing Communication Department is putting finishing touches on all the branch calendars, logs, workbooks, Kaleidoscopes, posters, etc.
- Thousands of books will be delivered to the Service Center the week of May 8. The workgroup will then sort and pack these up for delivery to the branches in early June.
- The summer adult prizes (picnic blankets) have been received and are ready to be shipped to branches.
- Summer Wonder workgroup members are training and informing staff on all things summer during the many summits (for Assistant Branch Librarians, Shelves, BLs, and youth staff) in May.
- Youth staff will be out in the schools during the month of May to promote Summer Wonder to area students. This awesome video will help with promotion:
<https://youtu.be/Kq9OswSlRVc>
- Billboards are going up across the county to alert the masses:

Phew! Anticipation is brewing and staff are gearing up. Bring on Summer Wonder 2023!



A Requiem for the Pandemic

The United States ended the Public Health Emergency (PHE) effective 5-11-2023. This brings to close a chapter in our collective history that began early in 2020, known simply today as, “the pandemic.” While it was not a fun time, we recently took stock in our organization’s response to rally around the associated challenges and find new and different ways to exist as a library when traditional means of service were challenged or mandated to be closed. There are several positive issues and actions that we can be proud of and we wanted to close out this experience by sharing some highlights and takeaways.

KDL had a “Pandemic Procedures Policy” on file and updated prior to January of 2020, enabling planning for personal protective equipment, and other precautionary measures. This policy was shared throughout the country with scores of libraries seeking a “playbook or guidelines” during the month leading up to the event. Our team was ready for the mandatory vaccination requirements issued by the Office of the President, with technology and documentation in place. There’s value in being prepared and value in helping others with one’s preparedness.

Upon notice of mandatory shut-down, our team members didn’t hang their heads and wait for instruction. With information changing by the hour and decisions being made in real time, our team members took the initiative and explored new and creative methods for delivering services. From online Storytimes and ‘take & make’ projects with science and math themes to support parents who were thrust into home schooling, to promoting our e-collection and online resources. Remote training modules for all roles in our workforce were assembled and dispersed promptly and professionally. It was a proud time to see our team members become extremely adaptive to the circumstances. We proved to ourselves that which we had intuitively known, ours is an adaptable and nimble workforce.

Our leadership worked on creative ways to support the financial and emotional needs of our team members, from providing every employee with a \$500 pandemic stipend to help with additional unplanned expenses, paid time off for ‘quarantine time’ (months before such leave time was federally required) to compressed workweeks (50% of time for 100% pay, then 75%, then returning). Physical health was supported with comprehensive cleaning services in the branches following suspected exposures, masking and physical barriers. Mental health was supported with Wellness Challenges (healthy eating, physical exercise, yoga, mindfulness) through a mobile app purchased for our staff. Being an employer-of-choice means we find ways to add value to our workforce even when we’re not required to do so.

Curbside Service was created along with technology and procedures to support such new services. Staff worked staggered schedules to create physical space and learned the pleasure and challenges of working in the presence of their children and pets. Programs shifted to online delivery with innovative interactivity for all ages and interests. Patience and flexibility are virtuous.

A Requiem for the Pandemic (Cont.)

Weekly communications and updates occurred to keep people apprised, and a new standard of online meetings became the norm with managers meeting weekly (a process that was recognized as valuable despite the pandemic and continues to this day.) Our workforce learned the Office365 platform and MS Teams quickly, resulting in our ability to remotely collaborate on work and documents. Communication happens across multiple methods and the office of yesterday is not the office of today.

Past efforts to support electronic collections and resources proved brilliant as the library never truly 'shut down' rather, services were delivered differently and patrons that traditionally hesitated to use electronic resources were introduced to new platforms and expanded their perceptions of the definition of a library and library services. Patrons were supported with thousands of Wifi Hotspots and our team members were supported with technology to take home to perform their work. The library we all joined is not the library we all exist in today, nor will it be the library we support tomorrow, as we must always continue to evolve.

MIOSHA provided organizations such as ours with guidance as quickly as possible and we filled in the gaps where they existed. Our staff were trained on such safety procedures with a "COVID Site Supervisor" being assigned to every shift. KDL's procedures and training materials were shared with libraries throughout Michigan. Upon receiving a surprise inspection, we were delighted to learn that the inspecting agent felt our checklists and training were worth sharing with others and took samples and photos of our materials and documented processes. When asked to adhere to certain standards to keep our team members and community safe, our team not only complies, but takes it to a level of excellence not seen in all businesses or agencies.

While we can give thanks for the gift of life and wellness, recognizing our workforce remarkably remained relatively healthy, many of our KDL Family and friends experienced COVID related losses with their family and friends which leaves a scar on our collective hearts to this day.

Reflecting on this tumultuous and sad time, we know that we were tested by the disease and by each other. Of the proud accomplishments listed above, another one stands out; Our ability to respect differing opinions and find common ground to move forward as a team. It would be wrong to not acknowledge the strife and stress that came with navigating the pandemic. We were all learning together, and struggling together. We brought to the table our personal beliefs, values, and passions which were on display daily. But perhaps the brightest takeaway of all was recognition that our team members could have disagreements over 'what's best', 'what's safest', and 'what's reasonable', and still find common ground to move forward for the good of our institution and the people we serve.

Featured Department

Collection Development & Collection Services



In October 2022, Collection Development Librarian Tammy Schneider kicked off a project to add a CORE Picture Book Collection at all KDL branches. The project team curated a list of 100 titles including classics as well as new favorites. Collection Services Team Lead Rachel Cruzan, Cataloging Parapro Yuko Roberts, and Collection Services Assistant Megan Versluis have been cataloging and processing the items since they started arriving in March. Branches will receive them just in time for Summer Wonder.

In addition to the CORE picture books 40,000 new items have been processed and catalogued for patrons since January.

MeCat borrowing and lending continues to grow as patrons discover the service. This year KDL patrons have borrowed 14,600 books from libraries across the state and KDL has loaned 9,006 to other libraries.

In February, Collection Services Manager Liz Guarino, Collections Team Lead Rachel Cruzan and Collection Services Assistants Janine Elliott and Jill Essenburg joined IT Director Kurt Stevens, Regional Manager II Karen Small, Assistant Branch Librarian Jaime Brooks, and Branch Librarian Dave Palma to visit Cincinnati Public Library and Dayton Metro Public Library to learn more about Automated Materials Handlers. The team learned more about central sorters and branch sorters and made valuable connections with staff at both libraries.



At the end of April, Collection Services Assistants officially started the process of reviewing all circulating hotspots to check for Internet access and troubleshoot any problems on the devices. This was previously done at the branch level, but having it done by a small team at the Service Center will allow for more consistency and a better patron experience. Holly Newcomer and Sarah Foster trained all Collection Services Assistants on the process and created procedures for the department.

Katie Kudos

April 2023

Molly Dixon Alpine Township

Nominated by Liz Knapp

Helpful

"Kathy and Molly are champs when it comes to noticing when our teen girls are taking a little too long in the bathroom for wholesome activities to be taking place. They have both cleaned up the messes and had awkward conversations with them when necessary. What's more, they have led some great discussions when we are problem-solving teen behavior issues. Thanks for being the "thinking team" and being so solution-focused!"

Nominated by Donna Cowart Helpful

"Our branch sometimes gets a patron who speaks Spanish and not proficient in English. This makes it hard to help them. As I was trying to help a Spanish speaker patron recently, Molly walked by and just started speaking Spanish to the patron. She took over from me and spent an hour or so helping her. Thanks so much Molly! We are lucky to have you and not just because you speak Spanish."



Rachel Groters Grandville

Nominated by Marcia Van Drunen

Helpful

"I worked until closing last Friday night for the first time and was impatient with those who stay until the last bitter second, especially some of the regulars who were making "no" effort to move towards the exit. However, at the same time, I heard Rachel in the WonderNook area interacting with a family who were having a great time playing, being WONDERFULLY patient. She encouraged them to wrap up their time but without any sense that they were an inconvenience, and in fact, answered multiple questions they had and gave some great input on what we have to offer for programming for their future visits. They left excited to come back and enjoy the branch when they would be able to stay longer. It was beautiful and a teaching moment for me as well."

Hatka Kecalovic Kentwood

Nominated by Claire O'Tsuji

Positive

"Hatka was crucial this past Spring Break week. She absolutely crushed the prep for crafts, the labs, the story times, everything! I am so thankful I have Hatka in my corner. She did all this swiftly, efficiently, and with an inspirational attitude. Thank you, Hatka! #dreamteam"

Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting
Thursday, June 15, 2023
4:30 PM
KDL Service + Meeting Center

Regular Board Meeting
Thursday, July 20, 2023
4:30 PM
KDL Plainfield Branch

Regular Board Meeting
Thursday, August 17, 2023
4:30 PM
KDL Service + Meeting Center

Dates of Interest

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





MONTHLY PROJECT REPORT

**APRIL
2023**





2 New projects approved

10 In approval queue

1 Declined

16

Active Approved
Projects

| | | |
|---|-----------------------|----|
|  | On Time | 12 |
|  | Late (At Risk) | 4 |
|  | Paused | 0 |
|  | Completed since 01/23 | 3 |

Express Library Pilot - Grattan Township



Project Lead: Kurt Lardie

Status: On track (NEW)

Approval Date: 04.26.23

Due Date: 10.31.23



Grattan Township is a rural township of approximately 3.8K persons within Kent County, with its closest KDL branches being Englehardt (Lowell), and Krause Memorial (Rockford), both of which are approximately 15 miles away. Grattan Township has expressed desire and support for a physical library presence and/or increased access to library materials. In response, KDL is purchasing an Envisionware LibCabinet capable of housing up to 200 library items for patron checkout, which will be stationed at the Grattan Township Office. By having KDL absorb this cost as opposed to the township, KDL will also have the option to bring the machine to another location in the future in the event that Grattan explores real estate options and wants a stronger physical branch presence.

Sort Assistant Software by FE Technologies



Project Lead: Karen Small

Status: On track (NEW)


Approval Date: 04.26.23

Due Date: 12.31.23



Processing incoming inventory has proven both inconsistent and time consuming for KDL staff, representing both an inefficient use of staff time, an unsustainable use of materials and an unreliable method for training and predictability. The new Sort Assistant Software by FE Technologies promises a quick and efficient check in process going forward, complete with consistently formatted routing slips that can be used throughout the process, reducing materials and time spent managing holds.


1,000 Books Before Kindergarten (1KB4K) Revamp

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

Approval Date: 11.23.22
Due Date: 09.30.23

Artwork is now complete and initial previews have received high praise from Branch Librarians. The project team is now critically reviewing the booklet mockup and how patrons will interact with the landscape, wall calendar format and the marking tools. Due to budgeting constraints, tracking booklets will be printed double-sided on thinner paper, which may not lend favorably to tracking with markers. As such, staff will be instructed to encourage stickering and crayons for tracking progress. Lastly, the team will be double checking all new and existing materials to ensure that ever 1KB4K logo has been updated come the September launch.


Email Group Streamline + Update

 **Project Lead:** Elvia Myers
Status: At Risk - Timeline

Approval Date: 03.02.22
Due Date: 03.31.23

A survey has been sent out systemwide to collect final feedback on the training and implementation of this project. After which, the team will meet to discuss and make any final changes before close out.


FE Technologies Wand Rollout

 **Project Lead:** Karen Small
Status: On track

Approval Date: 01.18.23
Due Date: 08.31.23

All but two branches have completed scanning their entire collection for April, though the team continues to level-set expectations for the manner and consistency in which wands are used. For instance, all but seven of the twenty branches are currently using the wand to check in all of their materials. A few of the smaller branches are only using the wand to check in materials when the volume of check-ins becomes overwhelming. Happily, each month has proven to be an improvement over the last. Though May will not reflect the team's goal for 100% wand use at all branches, the team remains hopeful that June is when the magic will happen.

KDL Way Service Vision + Training

 **Project Lead:** Jennifer DeVault + Lulu Brown
Status: At Risk - Timeline and Scope

Approval Date: 03.02.22
Due Date: 03.31.23

Training on the KDL Way as it relates to "going further with service" is now complete and will be included in an interactive KDL Way booklet that will serve as a refresher for existing staff and be incorporated into onboarding. The booklet defines the KDL Way highlights its elements including out fundamentals, core values, brand promise, purpose, and KDL's response framework. This booklet will be formally introduced to managers at the Quarter 2 Manager Meeting in May and to all staff during the May training summits. A poster reiterating the most important points of the KDL Way (engage, assist, encourage patrons to return) is also being developed and will be distributed to branches for internal display.

Language Accessibility: Over the Phone (OPI)



Project Lead: Yuliya Baker

Status: On track

Approval Date: 02.22.23

Due Date: 07.31.23

The project team has completed initial research on possible language service providers and gathered preliminary information on associated services and costs, including selection criteria. Next, the team plans to follow up with providers to gain more information on setup costs and customization features, as well as to request service demos. Information gathered from these inquiries will aid in narrowing down the top choices.

Library Ambassador Program Pilot



Project Lead: Deb Schultz

Status: At Risk - Timeline

Approval Date: 10.26.22

Due Date: 02.28.23

Eight extremely excited KDL Ambassadors have now completed ambassador training! Included in the training is an overview of KDL history, an introduction to the website and information about the KDL Leadership Team and Board of Trustees, a presentation on the KDL Way, a tour of the updated Volunteer Hub and a thorough explanation of the Ambassador roles, including branch greeter, social media challenges and being a secret shopper or a member of a Friends Group. To date, ambassadors have carried out two secret shopper surveys and several impact challenges (wearing a KDL logo item, handing out KDL bookmarks). The project team expects this project to be completely wrapped up within the next month.

Library Relationship Management (CRM)



Project Lead: Hannah Lewis

Status: At Risk - Timeline

Approval Date: 08.17.22

Due Date: 03.31.23

Contracts for implementing Salesforce technology and working with Salesforce consultant Brian Richards of Cloud 616 have been signed and work has begun on implementation: Single Sign On (SSO) features and an Outlook Salesforce toolbar have been installed on applicable stakeholder devices. Other than that, Salesforce is in the process of being custom-built to fit KDL's needs, with a focus on maintaining and improving relationships with community contacts and organizations. A team of 9 staff with Salesforce licenses are testing how Salesforce works and how it can be changed to work best with KDL's needs. Meanwhile, a team of 5 staff without licenses are testing how data can be entered into the system by staff without log-ins. The initial build is projected to take approximately six weeks, after which training will take place.

New Cardholder Drive



Project Lead: Joshua Mosey

Status: On track

Approval Date: 02.22.23

Due Date: 01.31.24

Regional Managers gave valuable feedback regarding the frequency and accessibility of computer guest passes, the project team is busy re-drafting procedures in order to encourage staff to pursue new card sign up conversations with individuals who use guest passes on a regular basis. A small team of project members also met with OrangeBoy, KDL's data research partner, to discuss a two-pronged approach to engaging new cardholders that will send postcards, emails and online ads to potential patrons throughout Summer Wonder programming and again during September (Library Card Sign-Up Month). At the last meeting, the project team brainstormed new ways to reach area college students and discussed potential partnerships that could maximize outreach during ArtPrize and other public outreach events.

One Book One KDL 2024



Project Lead: Hennie Vaandrager

Status: On track

Approval Date: 03.22.23

Due Date: 05.31.24

The project team had its first meeting in the month of April. So far, it is a robust group of members made of Regional Managers, Branch Outreach + Programming Specialists (BOPS), and Branch Librarians from across the system. There is a lot of excitement around confirming a keynote author over the next couple of months, after which focus will turn to a venue and generating programming, buzz and additional knowledge around the author and their work.

One Community Relationship Building



Project Lead: Elvia Myers

Status: On track

Approval Date: 01.25.23

Due Date: 12.31.23

The team is working with West Michigan University Associate Professor and Native American Affairs Council Member Dee Sherwood on a KDL partnership involving the Native American Heritage Grant. KDL will match funds for the program "5 Songs and Stories" from September through November of 2023.

Physical Collection Audit



Project Lead: Joshua Bernstein

Status: On track

Approval Date: 02.22.23

Due Date: 12.31.23

So far, the team has been working on compiling data related to the circulation, collection size and associated budget for all periodicals, physical audiobooks and music CD's. This is being compared with similar data trends from other library systems throughout the country to see how others are moving forward. Next, the team will begin gathering data regarding in-branch use of these collections, hopefully starting the discussion for next year's budget of these items.

Picture Book CORE Collection



Project Lead: Tammy Schneider

Status: On track

Approval Date: 11.23.22

Due Date: 05.31.23

Nearly all of the books for this collection have arrived at the Service Center! The team is very excited to share them with staff and patrons alike. The collection will be featured in the summer edition of the Kaleidoscope, and Kevin Kammeraad is busy creating a video to promote it in the branches. A Communication Bulletin has been sent out to all staff. Early reception has been very positive. For staff, a fun "CORE Bingo game" will help staff familiarize themselves with the titles. For patrons, a printed brochure will be arriving to branches shortly. All bibliographic records have been tagged and updated in the KDL system so that the collection can easily be added to the CORE webpage.

PolicyTech to SharePoint Conversion

● **Project Lead:** Graham Lawcock + Trish Reid **Approval Date:** 02.22.23
Status: On track **Due Date:** 10.15.23

The team has been developing an engaging landing page for the KDL SharePoint site, where recent procedures and Communication Bulletins are displayed prominently for staff awareness. The audience and document "owner" for all 2023 Communication Bulletins are also being tagged with keywords now to make it easier for folks to find Communication Bulletins from the past. Lastly, 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.

Systemwide WonderKnook Refresh

● **Project Lead:** Missy Lancaster/Sarah Fox **Approval Date:** 09.23.21
Status: At Risk - Timeline **Due Date:** *new due date of 05.31.23*

Community buzz surrounding the WonderKnook playspaces is still going strong. One Kent County family even visited all twenty branches! They capped it off with a final tour at the Service + Meeting Center. All major WonderKnook pieces have been delivered and smaller pieces like the wooden Wonderknook signs, table inserts, and decals are being delivered this week and next, along with some installations have missing parts and/or that need to be replaced. Lastly, there are some pieces purchased by the Friends of the Library that are still in process. The Plainfield Friends purchased a lovely "baby garden" for patrons (shown below) so that the library's youngest members have a place to explore (while attended) as their parent or caretaker enjoy the library space.





BUILDING PROJECTS

Krause Memorial (Rockford)

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

Tours of the Krause Memorial Branch for potential major donors has begun and more are being scheduled. The Finance Cabinet continues to seek funding for the expansion project at the state and federal levels. Representatives from the Finance Cabinet, including KDL Executive Director Lance Werner, traveled to Lansing in April and met with Representatives and Senators of the Krause Memorial Branch service area.

Tyrone Township

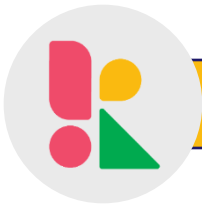
● **Project Lead:** Liz Knapp **Approval Date:** N/A
Status: N/A **Due Date:** N/A

Tyrone Township is working with grant writer Amanda Peterson to apply for a Michigan Community Development Block Grant to help fund the new library. Executive Director Lance Werner, Director of Engagement Randy Goble, Regional Manager Liz Knapp and Branch Librarian Katie Mitchel are writing letters of support for the grant application.

Walker

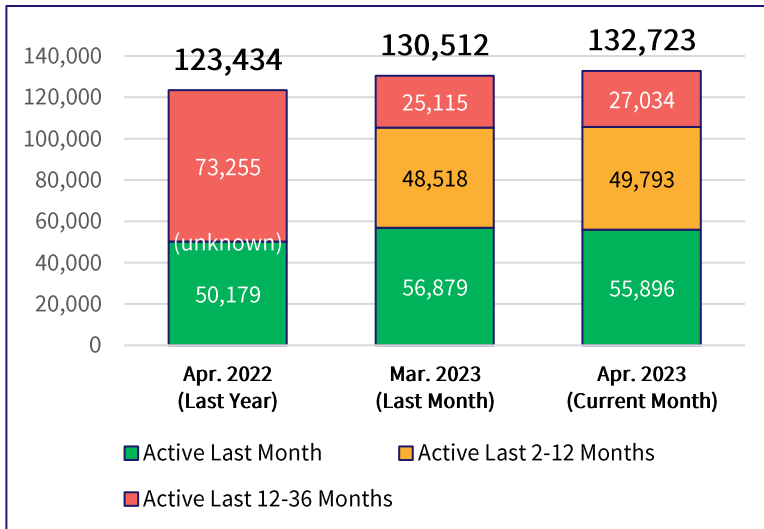
● **Project Lead:** Craig Buno **Approval Date:** N/A
Status: N/A **Due Date:** N/A

In response to the Request for Proposal for the library expansion, architects have started visiting the Walker Branch to assess needs and to gather information that will assist them in creating the proposal.



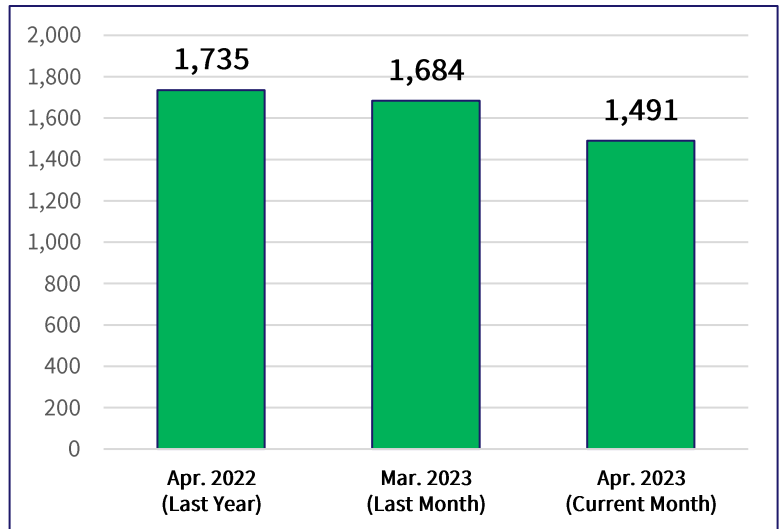
APRIL 2023 STATISTICAL SUMMARY

Active KDL Patrons:



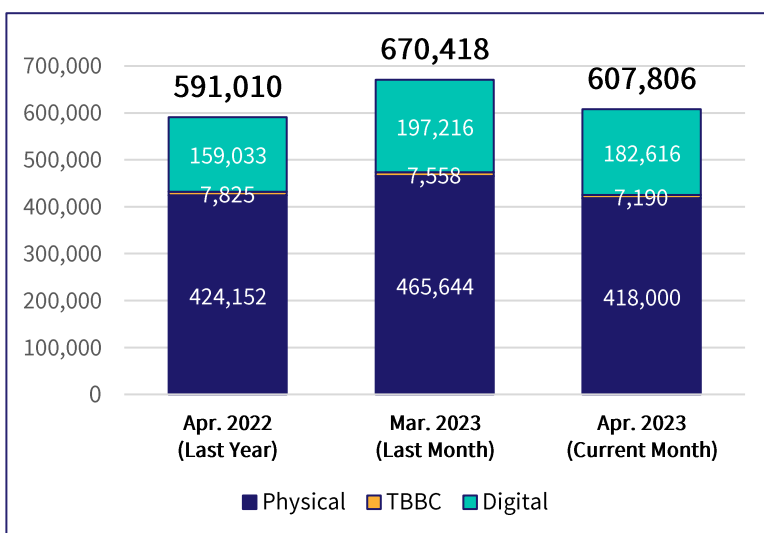
Active KDL Patrons are **up 2%** from last month and **up 8%** from the same month last year.

New KDL Cards Added:



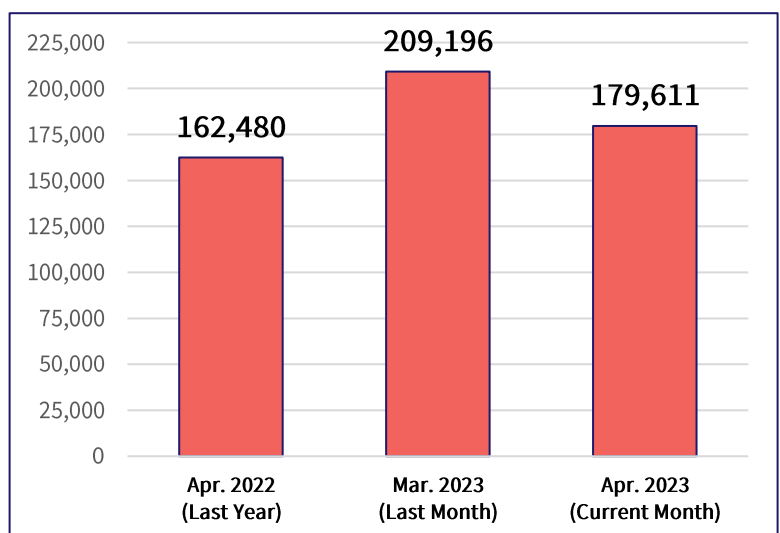
New KDL Cards Added are **down 11%** from last month and **down 14%** from the same month last year.

Total Circulation:

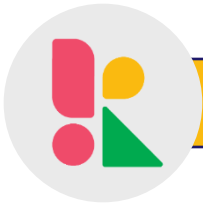


Total Circulation is **down 9%** from last month and **up 3%** from the same month last year.

Visitor Count:

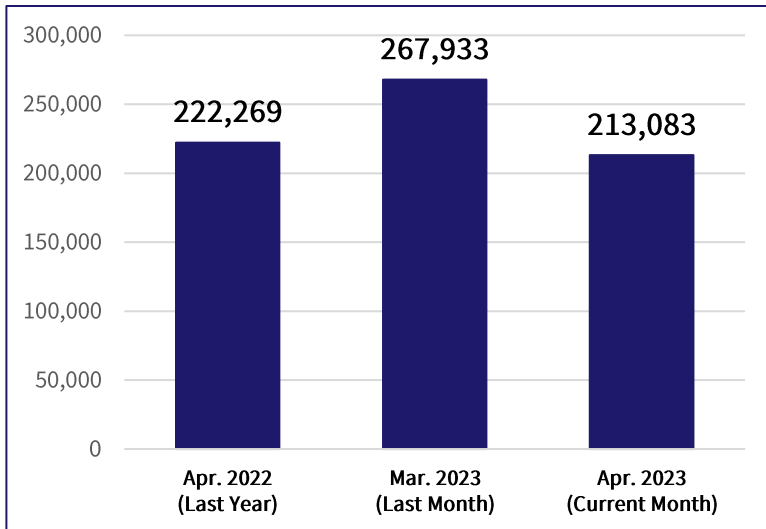


Branch visitors are **down 14%** from last month and **up 11%** from the same month last year.



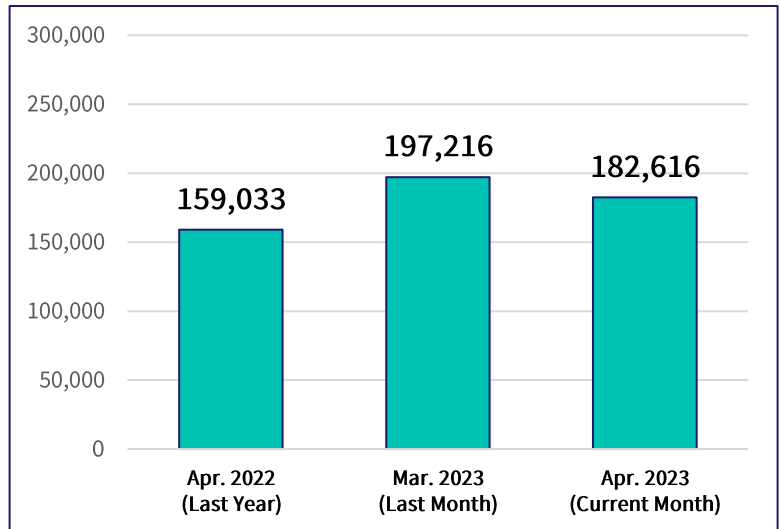
APRIL 2023 STATISTICAL SUMMARY

Physical Items Checked Out:



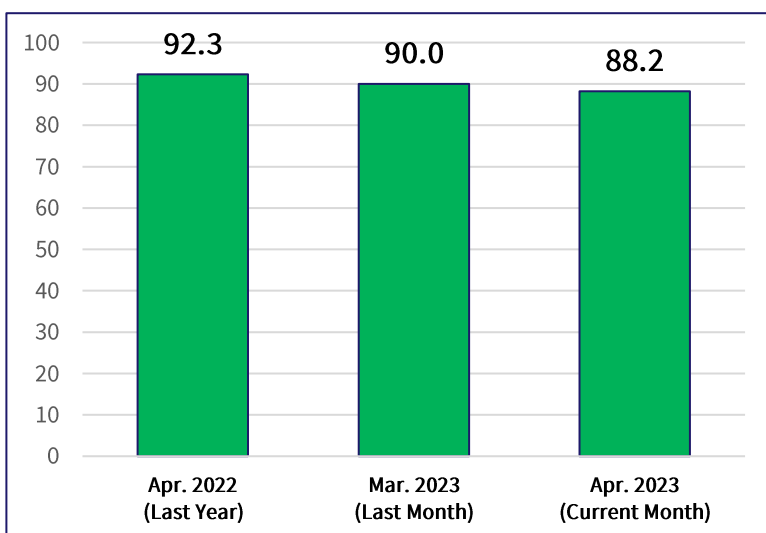
Physical checkouts are **down 20%** from last month and **down 4%** from the same month last year.

Digital Items Checked Out:



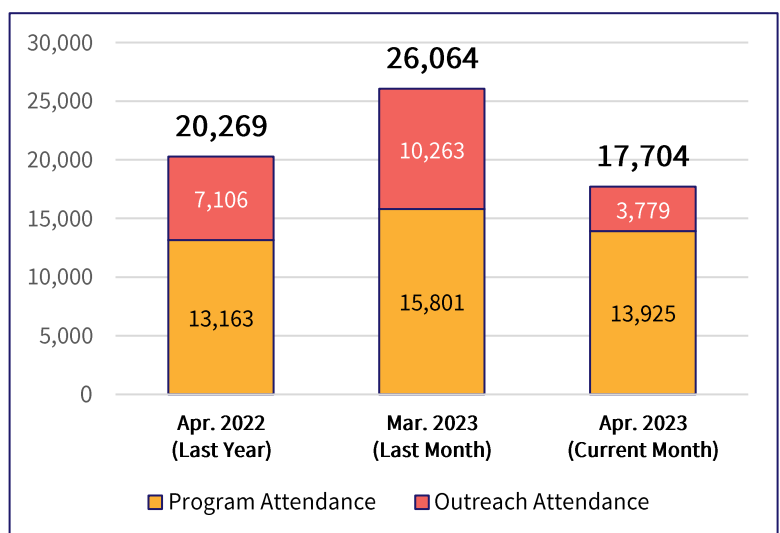
Digital checkouts are **down 7%** from last month and **up 15%** from the same month last year.

Net Promoter Score (NPS):



Net Promoter Score is **down 1.8%** from last month and **down 4.1%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 32%** from last month and **down 13%** 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 | 243 |
| 2. <i>Spare</i> by Prince Harry | 177 |
| 3. <i>Twenty Thousand Fleas Under the Sea</i> by Dav Pilkey | 132 |
| 4. <i>Lessons in Chemistry</i> by Bonnie Garmus | 109 |
| 5. <i>I'm Glad My Mom Died</i> by Jennette McCurdy | 104 |
| 6. <i>Someone Else's Shoes</i> by Jojo Moyes | 102 |
| <i>I Will Find You</i> by Harlan Coben | 102 |
| 8. <i>Countdown</i> by James Patterson | 101 |
| 9. <i>The Last Thing He Told Me</i> by Laura Dave | 100 |
| 10. <i>The Boys from Biloxi</i> by John Grisham | 94 |

All Physical Items (Most Holds):

| <u>Title</u> | <u>Holds</u> |
|--|--------------|
| 1. <i>Happy Place</i> by Emily Henry | 288 |
| 2. KDL WiFi Mobile Hotspot | 276 |
| 3. <i>Simply Lies</i> by David Baldacci | 169 |
| 4. <i>A Man Called Otto</i> DVD | 163 |
| 5. <i>Demon Copperhead</i> by Barbara Kingsolver | 134 |
| 6. <i>Remarkably Bright Creatures</i> by Shelby Van Pelt | 128 |
| 7. <i>Hang the Moon</i> by Jeannette Walls | 115 |
| 8. <i>All My Knotted-Up Life</i> by Beth Moore | 114 |
| <i>Heart Bones</i> by Colleen Hoover | 114 |
| 10. <i>Homecoming</i> by Kate Morton | 111 |

OverDrive Items (Most Checkouts):

| <u>Title</u> | <u>Checkouts</u> |
|--|------------------|
| 1. <i>Verity</i> by Colleen Hoover | 271 |
| 2. <i>The Seven Husbands of Evelyn Hugo</i> by Taylor Jenkins Reid | 180 |
| 3. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio) | 179 |
| 4. <i>Book Lovers</i> by Emily Henry | 174 |
| 5. <i>The Last Thing He Told Me</i> by Laura Dave | 169 |
| 6. <i>All My Knotted-Up Life</i> by Beth Moore (audio) | 151 |
| 7. <i>It Ends with Us</i> by Colleen Hoover | 123 |
| 8. <i>Spare</i> by Prince Harry | 120 |
| 9. <i>A Court of Mist and Fury</i> by Sarah J. Maas (audio) | 117 |
| 10. <i>Book Lovers</i> by Emily Henry (audio) | 114 |

OverDrive Items (Most Holds):

| <u>Title</u> | <u>Holds</u> |
|---|--------------|
| 1. <i>Spare</i> by Prince Harry (audio) | 998 |
| 2. <i>Lessons in Chemistry</i> by Bonnie Garmus | 858 |
| 3. <i>It Starts with Us</i> by Colleen Hoover | 778 |
| 4. <i>Happy Place</i> by Emily Henry | 601 |
| 5. <i>Lessons in Chemistry</i> by Bonnie Garmus (audio) | 558 |
| 6. <i>Spare</i> by Prince Harry | 537 |
| 7. <i>Mad Honey</i> by Jodi Picoult | 500 |
| 8. <i>Tomorrow, and Tomorrow, and Tomorrow</i> by Gabrielle Zevin | 416 |
| 9. <i>Happy Place</i> by Emily Henry (audio) | 361 |
| 10. <i>Demon Copperhead</i> by Barbara Kingsolver | 358 |

| NEW HIRES | POSITION | EFFECTIVE |
|---------------|--|-----------|
| Kyle Strong | Graphic Design Intern – MarCom | May 8 |
| Wendy Charles | Assistant Branch Librarian – Englehardt | May 8 |
| Holli Land | Assistant Branch Librarian – Byron Twp. / Grandville | May 8 |

| DEPARTURES | POSITION | EFFECTIVE |
|---------------|---|-----------|
| Henry Hong | Assistant Branch Librarian – Kentwood | April 28 |
| Karen Dykstra | Assistant Branch Librarian – Grandville | April 30 |
| Victor Puhy | Shelver – Gaines Township | May 7 |

| PROMOTIONS & TRANSFERS | FROM | TO | EFFECTIVE |
|------------------------|-----------------------------|---------------------------------------|-----------|
| Jonah Chickering | Shelver – Kentwood | Assistant Branch Librarian - Kentwood | May 8 |
| Natalie Karsten | Branch Librarian - Kentwood | Branch Librarian – Byron Township | May 22 |

| OPEN POSITIONS | TYPE |
|---|-----------|
| Branch Librarian – Walker | Part-time |
| Assistant Branch Librarian – Wyoming | Part-time |
| Assistant Branch Librarian – Walker | Part-time |
| Shelver – Krause Memorial | Part-time |
| Assistant Branch Librarian – Kentwood | Part-time |
| Shelver – Kentwood | Part-time |
| Seasonal Library Interns (All Branches + Outreach Dept) | Temporary |
| Shelver – Gaines Township | Part-time |
| Regional Manager I – Englehardt / Alto | Full-time |
| Branch Librarian – Kentwood | Full-time |

| EMPLOYEE ANNIVERSARIES (JUNE) | BRANCH OR DEPARTMENT | LENGTH OF SERVICE |
|----------------------------------|-----------------------------------|-------------------|
| Karen Small | Wyoming / Kelloggsville | 37 years |
| Patricia Wells | Gaines Township | 35 years |
| Kathleen Potts | Walker | 32 years |
| Jocelyn Yost | Grandville | 29 years |
| Connie Wheat | Krause Memorial | 23 years |
| Lynne Eder | Walker | 18 years |
| Debora Den Herder | Cascade | 16 years |
| Amy Waite | Krause Memorial | 15 years |
| Shannon Vanderhyde | Krause Memorial | 12 years |
| Linda Pyne | Nelson Township | 11 years |
| Adam Flynn | Alto / Englehardt | 9 years |
| Liz Knapp | Walker / Alpine / Tyrone Township | 9 years |
| Paula Wright | Comstock Park | 7 years |
| Catherine Gutowski | Alto | 6 years |
| Leigh Verburg | Cascade | 6 years |
| Brad Baker | Marketing/Communications | 5 years |
| Julie Gillich | Byron Township | 5 year |
| Heather Blake | Grandville | 4 years |
| Alyssa Coe | Plainfield | 4 years |
| Tabitha Schaub-Carter | Wyoming | 4 years |
| Sarah Johnston | Patron Services | 3 years |
| Rebecca Avella | Walker | 2 years |
| Brandy Boyington | Sub Pool | 2 years |
| Sandy Feutz | Plainfield | 2 years |
| Rachel Minor | Wyoming | 1 year |
| Mary DeBoode | Krause Memorial | 1 year |
| Ben Eastman | Collection Services | 1 year |
| Sarah Foster | Collection Services | 1 year |
| Joshua Garvelink | Grandville | 1 year |
| Kiosha Jeltema | Kentwood / Gaines Township | 1 year |
| April Koehler | Caledonia | 1 year |
| Caleb Perkins | Tyrone Township | 1 year |
| Anne Schroeder | Sub Pool | 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 | | | | | | | | |
| June 15, 2023 | | | | | | | | |
| 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 |
|--------------|--------------|--|--------------|--------------|
| | | | | |
| | | | | |
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Kent
District
Library



POLICY MANUAL

May 2023 Updates

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TABLE OF CONTENTS

[SECTION 1: Collection + Reference](#)

[SECTION 2: Circulation](#)

[SECTION 3: Facilities + Operations](#)

[SECTION 4: Patron Behavior](#)

[SECTION 5: Budget + Finance](#)

[SECTION 6: Personnel](#)

[APPENDIX](#)

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3

FACILITIES + OPERATIONS

- 3.1 [Exhibits](#)
- 3.2 [Literature Display + Distribution](#)
- 3.3 [Public Relations](#)
- 3.4 [Library Programs](#)
- 3.5 [Lost + Found Policy](#)
- 3.6 [Branch Library Locations](#)
 - 3.6.1 [Building, Enlarging or Renovating Library Buildings](#)
 - 3.6.2 [Support for Building Projects](#)
 - 3.6.3 [Acceptance of Non-KDL Purchased Technology](#)
- 3.7 [Meeting Room Use](#)
- 3.8 [Planned Closings](#)
 - 3.8.1 [Emergency Closings](#)

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3.8.2 [Bereavement or Funeral Closings](#)

3.9 [Library Vehicles](#)EDITS

3.10 [Building Safety](#)

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KDL POLICY 3.9

LIBRARY + PERSONAL VEHICLES

LAST REVISED 3.16.23

All employees who operate company and private vehicles on KDL business, as well as employees who are subject to perform any driving duties as assigned, ~~Drivers,~~ must have a valid Michigan driver's license, proof of insurance (if driving their own vehicle) and obey state laws while using KDL and personal vehicles. State Motor Vehicle (MVRs) will be obtained by the Facilities Manager and used as the source of verifying driver history. MVRs will be obtained and updated by the State of Michigan through subscriptions services to comply with KDL's insurance provider guidelines. KDL will obtain written authorization from employees who drive for regular KDL business. Major violations on the employee record will prohibit an employee from driving on KDL Business. Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited in the KDL vans and bookmobile. Use of cell phones, taking calls, making calls or texting, is prohibited while ~~the~~ driving the KDL Van or Bookmobile.

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PATRON BEHAVIOR

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4.1: [Safety + Personal Behavior](#)

4.1.1 [Violations of Law](#)

4.1.2 [Weapons](#)

4.1.3 [Drugs, Alcohol + Smoking](#) **EDITS**

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4.1.4 [Animals](#)

4.1.5 [Personal Property](#)

4.1.6 [Blocking of Aisles, Doors + Entrances](#)

4.1.7 [Staff-Only Areas](#) **EDITS**

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4.1.8 [Interference with Staff](#)

4.1.9 [Unauthorized Use](#)

4.1.10 [Considerate Use](#)

4.1.11 [Noise](#)

4.1.12 [Odor](#)

4.1.13 [Bodily Fluids + Waste](#)

4.1.14 [Food + Drink](#)

4.1.15 [Restrooms](#)

4.1.16 [Dress Codes](#)

4.1.17 [Harassment](#)

4.1.18 [Identification](#)

4.1.19 [Recreational Equipment + Personal Transport Devices](#)

4.1.20 [Panhandling, Solicitation + Selling](#)

4.1.21 [Campaigning, Interviewing, Petitioning, Etc.](#)

4.1.22 [Children in the Library](#)

4.1.23 [Face Mask Requirement during Pandemic](#)

4.1.24 [Sleeping in the Library](#) ***** NEW*****

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* [Summary of Patron Responsibilities](#) EDITS

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PATRON BEHAVIOR , cont.

4.2: [Use + Preservation of Library Materials + Property](#)

4.2.1 [Copyright Policy](#) EDITS

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4.3: [Acceptable Technology Use](#)

4.3.1 [Photography + Videography Policy](#)

4.3.2 [Social Networking Policy](#)

* [Acceptable Use Policy](#)

4.4: [Disciplinary Process for Library Facilities](#)

4.5: [Right of Appeal](#)

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KDL POLICY 4.1

SAFETY + PERSONAL BEHAVIOR

LAST REVISED 10.25.18

The Kent District Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches—interior and exterior—and all grounds controlled and operated by the Library (“Library facilities”) and to all persons entering in or on the premises, unless otherwise specified.

KDL POLICY 4.1.1

VIOLATIONS OF LAW

LAST REVISED 10.25.18

Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, and removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.

KDL POLICY 4.1.2

WEAPONS

LAST REVISED 10.25.18

Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.

KDL POLICY 4.1.3

DRUGS, ALCOHOL + SMOKING

LAST REVISED 10.25.18

Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; ~~provided that a~~Alcohol *may* be permitted at certain Library-sponsored events if specifically approved by the Library, and within compliance of state and local laws.

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Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited on Library property.

KDL POLICY 4.1.4

ANIMALS

LAST REVISED 6.14.19

Animals are not permitted in the Library other than therapy animals and service animals (as defined by law) for those individuals with disabilities, those used in law enforcement, or for Library programming.

Patrons are legally responsible for the behavior of their service and therapy animals. Per state law, animals will be asked to leave if the animal is out of control and causes a significant disturbance, or if the animal is not housebroken, has an accident, or otherwise damages or soils library property.

KDL POLICY 4.1.5

PERSONAL PROPERTY

LAST REVISED 10.25.18

Personal property brought into the Library is subject to the following:

1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items. For example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags.
2. The Library is not responsible for personal belongings left unattended.
3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space if needed by others.

The Executive Director or designee may make exceptions and accommodations for patrons.

KDL POLICY 4.1.6

BLOCKING OF AISLES, DOORS + ENTRANCES

LAST REVISED 6.14.19

All doors, aisles, and entrances must remain obstacle-free to keep in compliance with fire code and to prevent tripping hazards for other patrons. This includes a prohibition of running power cords across aisles

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or other areas that are used for walking.

KDL POLICY 4.1.7

STAFF-ONLY AREAS

LAST REVISED 6.14.19

Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Executive Director, ~~or~~ designee or accompanied by a staff member.

KDL POLICY 4.1.8

INTERFERENCE WITH STAFF

LAST REVISED 10.25.18

Patrons may not interfere with the staff’s performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an extended period of time on non-library related topics, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

KDL POLICY 4.1.9

UNAUTHORIZED USE

LAST REVISED 6.14.19

Patrons must leave the Library at closing time and may not use the library after closing time unless authorized by the Executive Director or his or her designee. Furthermore, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Executive Director, his or her designee, or the Library Board.

KDL POLICY 4.1.10

CONSIDERATE USE

LAST REVISED 10.25.18

Behaviors that disrupt the library use of other individuals or in any way endanger staff or other patrons are prohibited. Such behaviors include but are not limited to:

1. Spitting;
2. Running, pushing, shoving or other unsafe physical behavior;
3. Climbing furniture;
4. Using obscene or threatening language or gestures.

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KDL POLICY 4.1.11

NOISE

LAST REVISED 10.25.18

Producing or allowing any loud, unreasonable, or disturbing noises in designated "quiet areas" of the library that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Youth areas are not designated as a quiet area and may have more noise.

KDL POLICY 4.1.12

ODOR

LAST REVISED 10.25.18

Offensive odor, including but not limited to odor due to poor hygiene or overpowering perfume or cologne that causes a nuisance is prohibited.

KDL POLICY 4.1.13

BODILY FLUIDS + WASTE

New 3.18.2021

Patrons may not be in the library with bodily fluids and/or waste on themselves, their clothes or their belongings. Patrons must also not allow bodily fluids or waste to spill onto others or otherwise come in contact with furniture or other surfaces in the Library where patrons or staff could be exposed.

KDL POLICY 4.1.14

FOOD + DRINK

LAST REVISED 10.25.18

Eating or drinking may occur in designated areas of any Kent District Library branch. Eating or drinking in Library meeting rooms is subject to rules of the local governmental unit.

KDL POLICY 4.1.15

RESTROOMS

LAST REVISED 10.25.18

Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials may not be taken into restrooms.

KDL POLICY 4.1.16

DRESS CODE

LAST REVISED 10.25.18

Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.

KDL POLICY 4.1.17

HARRASSMENT

LAST REVISED 10.25.18

Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.

KDL POLICY 4.1.18

IDENTIFICATION

LAST REVISED 10.25.18

Patrons must provide identification to Library staff when requested. Reasons for identification include but are not limited to safety, the filing of an incident report, and library card registration.

KDL POLICY 4.1.19

RECREATIONAL EQUIPMENT + PERSONAL TRANSPORT DEVICES

LAST REVISED 10.25.18

Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs and other personal transport devices are permitted by those individuals with disabilities or injuries.

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KDL POLICY 4.1.20

PANHANDLING, SOLICITATION + SELLING

LAST REVISED 6.14.19

Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Executive Director.

Selling merchandise on Library property without prior permission from the Executive Director is prohibited.

KDL POLICY 4.1.21

CAMPAIGNING, PETITIONING, INTERVIEWING, ETC.

LAST REVISED 10.25.18

Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.

Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:

- a. Persons or groups are required to sign in at the Checkout Desk in advance.
- b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
- c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building is determined by the municipality that owns the library facility.
- d. No person shall block ingress or egress from the Library building.
- e. Permitted times will be limited to the operating hours of the Library.

Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

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KDL POLICY 4.1.22

CHILDREN IN THE LIBRARY

LAST REVISED 10.25.18

Use by Children

Children are welcome and encouraged to use the Library at all times. The Library desires to make each visit an important one for the child. A “Child” means a minor under the age of 18.

Rules and Regulations Regarding Children

1. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
2. Parents, guardians and caregivers are responsible for the behavior, safety, and supervision of their children regardless of age while in the Library or on Library property.
3. Library staff will not be expected to supervise or monitor children's behavior. Children under the age of 8 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times, within reach. If a child under the age of 8 is attending a Library- sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program. If a child under the age of 5 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to accompany the child for the entire duration of the program.
4. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
5. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 8 years or older who may be asked to leave the Library if the child is in violation of Library policy.
6. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.
7. Children 8 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy to not pick up your unattended child immediately if the Library calls.

Contact of Parent or Guardian

Library staff may attempt to contact a parent, legal guardian, custodian or caregiver when:

- The health or safety of an unattended child is in doubt.
- A child is frightened while alone at the Library.
- A child has been left unattended for an extended period of time, or multiple times.
- The unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of 8 or the child needs assistance procuring transportation.

Unattended Children at Closing

If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted, Library staff may contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this policy.

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KDL POLICY 4.1.23

FACE MASK REQUIREMENT DURING PANDEMIC

LAST REVISED 5.20.21

It is the policy of the Kent District Library (KDL) to follow all federal, state and local orders, including the Executive Orders of the Michigan Department of Health and Human Services (MDHHS). **When there is a federal, state or local order requiring people to wear face coverings while in indoor public spaces, KDL shall also require all patrons to wear face coverings while visiting all KDL locations.**

In support of the health and safety of all those who enter the library as defined by the [MDHSS](#), all patrons and staff (except those exempted as defined by federal, state and local orders) must wear a face mask* covering their nose and mouth while inside any KDL location (unless the patron is unable medically to tolerate a face covering). Disposable face masks will be provided for those who do not have their own.

Refusing to follow the mask requirement will be considered a violation of the [Library Patron Responsibilities](#). Patrons who violate these rules and responsibilities will be asked to leave the library. Patrons may appeal this decision by contacting the Executive Director, or the Director's designee, in accordance with KDL Policy 4.5: Right of Appeal: <https://www.kdl.org/sites/default/files/kdl-policy-manual.pdf>.

Curbside service will be offered as a reasonable accommodation to those without medical conditions who do not wish to wear a mask.

* MDHHS defines a face mask as a tightly woven cloth or other multi-layer absorbent material that closely covers an individual's mouth and nose. Medical or surgical grade masks are included within this definition. The [CDC does not recommend](#) the use of face shields as a substitute for cloth face masks. However, a face shield that covers the eyes, nose and mouth can be worn in addition to a cloth mask if desired. Moreover, a face shield may be worn by younger children who are not required to wear a cloth mask, in other settings when a face mask is not required, or by [athletes under certain conditions](#).

KDL POLICY 4.1.24

SLEEPING IN THE LIBRARY

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New 05.18.2023

Sleeping in the library is prohibited when the behavior is disruptive to others using the library. Staff may intervene when the sleeping is disruptive, if the patron may need medical help, or if the patron is unresponsive. Behaviors that may be considered disruptive include but not limited to:

1. fully laying out on a couch with feet on the furniture;
2. snoring loudly;
3. occupying multiple workspaces;
4. sleeping at a public PC that is needed by others;
5. leaving a child unattended while sleeping.

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LIBRARY PATRON RESPONSIBILITIES

Kent District Library and its branches support the right of all individuals to use the library safely and without discrimination. In order to properly maintain a clean, safe, and comfortable environment for our patrons and employees, the Kent District Library Board has adopted the following rules and responsibilities:

- Obey all laws, library policies, and local ordinances. Stealing, defacing, or damaging library equipment, materials, or facilities is not allowed.
- Respect other patrons and employees. Do not annoy or harass other persons, engage in loud or disruptive conduct, or cause a public disturbance.
- Solicitation and loitering are not allowed.
- For your children's safety, do not leave them unattended.
- To protect your personal belongings, do not leave them unattended.
- Shirt and shoes are required.
- The library is a smoke-free building.
- No pets allowed in the library.

** Service and therapy animals are permitted*

- Offensive odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne, that causes a nuisance is not allowed.
- In support of the health and safety of all those who enter the library as defined by MDHSS, all patrons and staff (except those exempted as defined by federal, state and local orders) must wear mask* covering their nose and mouth while inside any KDL location (unless the patron is unable medically to tolerate a face covering). Disposable face masks will be provided for those who do not have their own.

Patrons who violate these rules and responsibilities will be asked to leave the library. They can appeal this decision by contacting the Executive Director or the Executive Director's designee, in accordance with KDL Policy 4.5: Right of Appeal.

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KDL POLICY 4.2

USE + PRESERVATION OF LIBRARY MATERIALS + PROPERTY

LAST REVISED 10.25.18

Patrons must not deface, vandalize, or damage library property, or improperly remove Library materials, equipment, or furniture. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs, cockroaches, moths, other bugs or bringing bedbugs into the Library.

KDL POLICY 4.2.1

COPYRIGHT POLICY

LAST REVISED 10.25.18

U.S. Copyright law (Title 17 U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Additionally, individuals may not copy or distribute electronic materials including email, text, images, programs, or data without the explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user. Kent District Library expressly disclaims any liability or responsibility arising from use of its equipment or technology, including use of information obtained through its electronic information systems.

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KDL POLICY 4.3

ACCEPTABLE TECHNOLOGY USE

LAST REVISED 5.20.21

The Library allows access to a variety of electronic resources. This includes the KDL catalog, the catalogs of other libraries, a variety of databases, and the Internet. The Internet stations also provide access to a variety of office software. No station provides support for all file types, browser plug-ins, or Internet technologies. The Library recognizes this is a dynamic environment with programs and content that constantly changes.

Kent District Library neither has control over resources offered through the Internet nor has complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or may be inaccurate, out-of-date, and unavailable at times. Some content may be offensive. Library users access the Internet at their own discretion. The Internet is not governed by any entity, so there are no limits or checks on the kind of information contained there. Only a user can decide on the accuracy, completeness, and currency of the content.

Consistent with the Library Privacy Act, MCL 397.601 et seq. ("Privacy Act"), and this Acceptable Use Policy, Kent District Library respects the privacy of patrons when they use a Library computer. The Library reserves the right, however, to monitor a patron's use of a Library computer for compliance with this Acceptable Use Policy. Although the Library generally shall not retain a record of a patron's use of a Library computer beyond 24 hours, the Library may retain such a record for any investigation and determination of a potential or actual violation of this Policy (including appeals).

In particular, and without limiting the foregoing, Library staff may produce a screen shot of a Library computer for evidentiary purposes if a Library staff member has a reasonable suspicion that a patron is using the computer in violation of this Acceptable Use Policy. Any record of a patron's use, including a screen shot, shall be retained by the Library only so long as appropriate for any investigation and determination regarding a potential or actual violation. By accepting this Policy prior to using a Library computer, a patron is consenting to monitoring of the patron's use of the Library computer (including screen shots).

Filtering

In accordance with Federal and State law (the Children's Internet Protection Act, 47 USC §254 and 20 USC §101, and Section 6 of the Privacy Act), all Library computers with Internet access are filtered. Note, however, that no filter is 100% effective. Parents or legal guardians are responsible for their minor child's reading, listening, and viewing of Library material, including the Internet.

Compliance with the Children's Internet Protection Act (CIPA) requires filters that block access to visual depictions that are obscene or child pornography, as defined by 47 USC §254. CIPA also requires protection against access by patrons under age 17 to visual depictions that are harmful to minors, as defined by 47 USC §254. A patron who is at least 17 years of age may request the disabling of software used to filter visual depictions on a computer used by that patron, provided that he/she will use the unfiltered computer for

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bonafide research or other lawful purposes. Library staff will not inquire into the reasons for disabling the filter.

Patrons are responsible for complying with this Policy when accessing the Internet. In addition to other provisions of this Policy, patrons (including minors) shall not access visual depictions that are obscene or child pornography as defined by Federal law (47 USC§254(h)(7)(E), (F)) and shall not access or view obscene matter as defined in §2 of 1984 PA 343, MCL 752.362 (PA 343). In addition, patrons who are minors for purposes of Federal law shall not access visual depictions that are harmful to minors as defined by Federal law (47 USC§254(h)(7)(G)) and patrons who are minors under State law shall not access or view sexually explicit matter that is harmful to minors as defined in PA 343. Subject to other demands on staff time for library services, the Library staff will make a good faith effort to periodically monitor the use of Library computers by minors. Notwithstanding the foregoing, the Library holds the parents or legal guardians responsible for their minor children's use of the Internet in light of the fallibilities of filters and other demands on Library staff time.

In order to further comply with CIPA the Library has taken certain measures to assist in the safe and effective use of the Internet by individuals under the age of 17, as follows:

To address the issue of access by minors to inappropriate matter on the Internet, including material that is harmful to minors, the Library:

- a. Maintains the filtering program described above to block Internet access to visual depictions that are obscene, child pornography and, in the case of use by minors, harmful to minors.
- b. Allows adults to request that content filters be turned off.

To address the issue of the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as unauthorized disclosure of, use, and dissemination of personal identification regarding minors, the Library urges minors to follow the safety guidelines below:

1. Never give out identifying information such as home address, school name, or telephone number.
2. Let parents or guardians decide whether personal information such as age or financial information should be provided online.
3. Never arrange a face-to-face meeting with someone through a computer without parent or guardian approval.
4. Never respond to messages that are suggestive, obscene, or threatening.
5. Remember that people online may not be who they say they are.

To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other Library Internet users are required to agree to an online Internet User Agreement that states that "Library computers are not to be used for any illegal activity."

In addition, if a patron requests a specific site to be unblocked from the filtering program, the branch manager

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shall refer the request for review by administrative staff to determine whether it contains obscene matter or sexually explicit matter that is harmful to minors. If it does not, the administrative staff may authorize the system wide unblocking of the site. The patron will be informed of the decision in writing. The decision may be appealed in writing within ten (10) business days to the Executive Director, or the Executive Director's designee, whose decision shall be final.

Violations

The Library's computers, network, and Internet connection may not be used for any illegal activity or in an unauthorized manner in violation of this Acceptable Use Policy. Illegal acts will be prosecuted to the full extent of the law.

Users violating this Policy will first be asked to comply. For individuals who repeatedly violate this Policy after previous warnings, the Library reserves the right to prohibit use of the Library's computers, network, Internet connection, and/or the Library for a period up to 72 hours by action of the branch manager or the staff member in charge. An individual may appeal this decision to the Executive Director, or the Executive Director's designee.

The Library also reserves the right to prohibit use of the Library's computers, network, Internet connection, and/or the Library for a period of time exceeding 72 hours by action of the Executive Director. In such instances, an individual will be informed of the decision in writing by certified mail, and may appeal this decision in writing within ten (10) business days to the Executive Director, or the Executive Director's designee, whose decision shall be final.

Time and Other Limits

Each individual is allowed to use the Library's public computers one (1) hour per day. More time may be allowed if computer stations are free. Extensions for additional time are done electronically at those branches with reservation software. At branches without this software, patrons may ask staff to extend the time limit.

All computers will be electronically shut down five (5) minutes before the Library closes.

Precautions

Software and other files downloaded from the Internet may contain viruses or spyware that may infect other computers. Kent District Library is not responsible for damage or loss that may occur from use of the Library's computers.

Since the Internet is not secure, patrons are responsible to ensure that their personal data is not compromised. Sending any information, including credit card numbers, via the Internet is at the sole risk of the user. Kent District Library has no control over the security of this data.

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KDL POLICY 4.3.1

PHOTOGRAPHY + RECORDING POLICY

LAST REVISED 01.21.22.

The Kent District Library permits photography and other forms of recording (videography, filming, audio, etc.) under the conditions listed below to the extent that it does not interfere with the operations, programs and activities of the Library.

1. Casual amateur photography and other forms of recording are permitted for patrons and visitors provided it does not interfere with the operations of the Library or individuals using the Library and not capture any identifiable likenesses of individuals without their permission. Photographers are responsible for securing the necessary releases. Anyone photographing or recording with the library must respect other patrons and employees. Do not annoy or harass other persons, engage in loud or disruptive conduct or cause a public disturbance (See Library Patron Responsibilities which detailed in Section 4.2).
2. No commercial, media photography or recording may occur in Library facilities without prior written permission.
3. Permission may be revoked at any time if the photographer or person recording fails to comply with the terms of this policy or other rules and regulations of the Library.

KDL POLICY 4.3.2

SOCIAL NETWORKING POLICY

LAST REVISED 10.25.18

The Kent District Library blog and sponsored social networking outlets (e.g., Facebook profiles, Twitter feeds, YouTube videos, etc.) are a place for individuals to share opinions about library related subjects. Comments are encouraged, but KDL reserves the right to edit, modify, or delete any comment. The following content will be removed:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Commercial promotions or spam
- Comments and/or hyperlinks unrelated to a given post, forum, or discussion

The Kent District Library reserves the right to monitor all content before it is posted and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the

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copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate.

By posting a comment, individuals agree to indemnify the Kent District Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by, arising out of, or related to the content posted.

Notwithstanding the foregoing, Kent District Library is not obligated to take any such actions, and will not be responsible or liable for content posted.

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KDL POLICY 4.4

DISCIPLINARY PROCESS FOR LIBRARY FACILITIES

LAST REVISED 6.14.19

The Executive Director or the Executive Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

A. Incident Reports

Library staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in multiple verbal warnings or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Executive Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges

Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:

1. *Initial Violation.* Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
2. *Subsequent Violations.* The Executive Director or the Executive Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation.* The police will be called immediately if patron is asked to leave and does not comply. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident.

After the investigation is completed, the Executive Director or his/her designee may add additional time to the initial limitation or suspension period.

2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Executive Director or the Executive Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

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KDL POLICY 4.5

RIGHT OF APPEAL

LAST REVISED 10.25.18

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

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2023 Board of Trustees Meeting Dates

January

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

February

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

March

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

April

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

May

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

June

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

July

Thursday, July 20 at 4:30 PM
~~*KDL Plainfield Branch~~
~~2650 5 Mile Rd NE~~
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

August

Thursday, August 17 at 4:30 PM
~~KDL Service + Meeting Center~~
~~814 West River Center Dr NE~~
*KDL Plainfield Branch
2650 5 Mile Rd NE
Regular Meeting

September

Thursday, September 21 at 4:30 PM
*KDL Gaines Branch
421 68th Street SE
Regular Meeting

October

Thursday, October 12 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Budget Work Session

October

Thursday, October 26 at 4:30 PM
KDL Service + Meeting Center
814 West River Center Dr NE
Regular Meeting

November

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

December

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

*Indicates a Branch Hosted Meeting

