

BOARD OF TRUSTEES MEETING



MAY 2024



LOCATION

Kent District Library Grandville Branch, 4055 Maple Street SW, Grandville, MI

DATE & TIME

Thursday, May 16, 2024, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: April 18, 2024
- C. Approval of Special Meeting Minutes: May 2, 2024
- D. Lakeland Library Cooperative Report: April 11, 2024
- E. Request: Tyrone Township Branch late closure on Friday, June 28, 2024, due to Annual Independence Day Celebration.
- F. Request: Spencer Township Branch closure on Tuesday, August 6 and Tuesday, November 5, 2024, due to all state and federal elections.

4. REGIONAL MANAGER UPDATE – GRANDVILLE + BYRON CENTER

5. FINANCE REPORTS – April 2024*

6. DIRECTOR’S REPORT – April 2024

7. NEW BUSINESS

- A. Policy Manual: Section 2.7 Beyond Books Collection*

8. LIAISON REPRESENTATIVE COMMENTS

9. PUBLIC COMMENTS**

10. MEETING DATES

Next Regular Meeting: Thursday, June 20, 2024 –Kent District Library Wyoming Branch,
4:30 PM

11. ADJOURNMENT*



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

Kent District Library Krause Memorial Branch, 105 N. Bridge Street, Rockford, MI
Thursday, April 18, 2024, at 4:30 PM

BOARD PRESENT: Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Nicole Lintemuth, Carla Moyer Hotz, Christina Tazelaar and Penny Weller

BOARD ABSENT: Sheri Gilreath-Watts

STAFF PRESENT: Jaci Cooper, Jennifer DeVault, Jennifer German, Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Kurt Stevens, Lance Werner and Laura Youells

GUESTS PRESENT: Thad Beard, Debi Crawford-Poyner, Stephen Grimm, Anne Hoekstra, Graham Kelly, Terry Konkle, Susan Marschall, Tim Matusak, Kelaine Mish and Connie Nofs

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda.
- B. Approval of Minutes: March 21, 2024.
- C. Lakeland Library Cooperative Board Minutes: March 14, 2024.

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

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE – Regional Manager I Jennifer German and Regional Manager II Laura Youells welcomed everyone to the Krause Memorial Branch.

- Ms. German welcomed the community representatives and said she appreciates all that they do. She has served the Krause Memorial (Rockford) Branch for 24 years and for the past 20 years, the community has asked when the library will be able to expand. The last expansion of the library was in 1989. The population of Rockford has doubled, the public schools have exploded and the one thing that has not changed for the past 35 years is the size of the library, and it shows. The major need is for programming space. Currently, there are a lot of accessibility issues within the library

and with parking. With a library expansion, increasing the building by 13,000 square feet would increase accessibility and include a drive-up book return.

- Rockford Manager Thad Beard gave a report on the \$8.5 million Krause Memorial Library Expansion Project. To date, \$2.7 million in funds have been secured with \$2.0 million from Kent County ARPA funds.

5. FINANCE REPORTS – March 2024*

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

- The cash and investment position at the end of March was \$28.1 million. All invested funds continue to perform well.
- Revenues through March amounted to \$25.4M or 89% of the total budgeted amounts. Property tax collections from the local units are now complete and are awaiting the remaining delinquent real taxes to be paid by the County. That payment generally takes place at the end of May or beginning of June. KDL has received the first ½ of the state aid payment (\$221k) yesterday.
- Expenditures through March totaled \$8.6M or 28% of the total budgeted amounts. Priority Health caught up some of their billing for health benefits which is reflected in the \$193K of expenses this month. Other items of note for the month were the 2nd deposits to OverDrive (\$300K) and Hoopla (\$177k) and the payment of the 2nd quarter branch maintenance fees (\$141.5K). Overall, expenditures are coming in as initially budgeted.
- Disbursements over \$50,000 for the month include:
 - OverDrive for \$300K digital collection deposit.
 - IP Consulting - \$84,081.59 for Colocation fee (2 months) and Cisco Flex (3 months)
 - Ingram Library Services for \$61,109.78 for collection materials

Motion: Ms. Weller moved to receive and file the March 2024 finance reports as presented.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

6. DIRECTOR'S REPORT – March 2024

Executive Director Werner shared updates with the Board regarding recent developments within the organization.

- Mr. Werner is celebrating 13 years with KDL in May and is looking forward to the Krause Memorial Library Expansion. He attended Michigan Libraries Advocacy Day on Tuesday, April 16 and he was excited to share it with the staff.
- The Jerry Kline Award Road Show by the Leadership Team throughout the 20 branches celebrated the award with staff.
- The Featured Department this month is the Project Management Office which has been a huge success with the direction of Director of Projects and Planning, Jaci Cooper.

- The Cascade Township Branch has embarked on an exciting project to enhance its outdoor space, known as Friendship Park. Once it is complete, it will be an incredible addition to the community, providing a versatile outdoor space for various activities.
- KDL has acquired the painting “Road Towards Equality” by the world-renowned painter Paul Collins. This significant acquisition was made possible through a generous donation.

The Board members asked questions. The staff responded.

7. NEW BUSINESS

A. Strategic Plan + KPI Review

Director of Projects and Planning Jaci Cooper presented.

B. Resolution: Kline Award Future Capital Building Projects*

Motion: Ms. Weller moved to approve the Resolution: Kline Award Future Capital Building Projects as presented.

Support: Supported by Ms. Lintemuth.

Ms. Chrenka – Yes	Mr. Dykhuis – Yes	Mr. Erlewein – Yes	Ms. Gilreath-Watts – N/A
Ms. Lintemuth – Yes	Ms. Moyer Hotz – Yes	Ms. Tazelaar – Yes	Ms. Weller – Yes

RESULT: Motion carried 7-0.

8. LIAISON REPRESENTATIVE COMMENTS – None

9. PUBLIC COMMENTS** – Kelaine Mish addressed the board. Susan Marchall addressed the board. Debi Crawford-Poyner addressed the board.

10. MEETING DATES

Next Regular Meeting: Thursday, May 16, 2024 – Kent District Library Grandville Branch, 4:30 PM.

11. CLOSED SESSION

Motion: Ms. Weller moved at 5:28 PM to meet in a closed session pursuant to section 8(a) of the Open Meetings Act.

Support: Supported by Mr. Dykhuis.

Ms. Chrenka – Yes	Mr. Dykhuis – Yes	Mr. Erlewein – Yes	Ms. Gilreath-Watts – N/A
Ms. Lintemuth – Yes	Ms. Moyer Hotz – Yes	Ms. Tazelaar – Yes	Ms. Weller – Yes

RESULT: Motion Carried 7-0.

Motion: Mr. Dykhuis moved to adjourn the closed session and resume the Regular Board Meeting at 6:17 PM.

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion carried.

12. Legal services from Stephen Grimm for Kent District Library.

Motion: Mr. Dykhuis moved to approve Legal services from Stephen Grimm for Kent District Library.

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion carried.

13. ADJOURNMENT

Motion: Ms. Lintemuth moved for adjournment at 6:19 PM

Support: Supported by Ms. Chrenka.

RESULT: Motion carried.

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

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION



BOARD OF TRUSTEES

Special Meeting Minutes

LOCATION

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

Thursday, May 2, 2024, at 4:30 PM

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

BOARD ABSENT:

STAFF PRESENT: Craig Buno, Jennifer DeVault, Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Kurt Stevens and Lance Werner

GUESTS PRESENT: Stephen Grimm

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. NEW BUSINESS

A. Resolution: KDL Millage Levy for 12.1.2024*

Motion: Mr. Dykstra moved to approve the Resolution: KDL Millage Levy for 12.1.2024 as presented.

Support: Supported by Ms. Gilreath-Watts.

Ms. Chrenka – Yes Mr. Dykhuis – Yes Mr. Erlewein – Yes Ms. Gilreath-Watts – Yes

Ms. Lintemuth – Yes Ms. Moyer Hotz – Yes Ms. Tazelaar – Yes Ms. Weller – Yes

RESULT: Motion carried 8-0.

4. LIAISON REPRESENTATIVE COMMENTS – None

5. PUBLIC COMMENTS** – None

6. MEETING DATES

Next Regular Meeting: Thursday, May 16, 2024 – Kent District Library Grandville Branch, 4:30 PM.

7. CLOSED SESSION

Motion: Ms. Weller moved at 4:35 PM to meet in a closed session pursuant to section 8(a) of the Open Meetings Act.

Support: Supported by Ms. Lintemuth.

Ms. Chrenka – Yes Mr. Dykhuis – Yes Mr. Erlewein – Yes Ms. Gilreath-Watts – Yes
Ms. Lintemuth – Yes Ms. Moyer Hotz – Yes Ms. Tazelaar – Yes Ms. Weller – Yes

RESULT: Motion Carried 8-0.

Motion: Ms. Weller moved to adjourn the closed session and resume the Regular Board Meeting at 5:01 PM.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

8. Recommendations of Legal Services for Kent District Library.

Motion: Mr. Dykhuis moved to approve following attorney's recommendations as discussed in closed session.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

9. ADJOURNMENT

Motion: Ms. Lintemuth moved for adjournment at 5:03PM.

Support: Supported by Ms. Tazelaar.

RESULT: Motion carried.



ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

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

Present: John McNaughton (GRPL), Diane Kooiker (HO), Ron Suszek (MADL), Lance Werner (KDL), Carol Dawe (LLC), Dale Parus (IC), Rob Bristow (OG), Joe Zappacosta (SM)
Lakeland Staff Present: Amber McLain, Ann Langlois, Janet Cornell
Absent: Maggie McKeithan (OS)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at **9:30**. by **Lance Werner**.
- 2) **APPROVAL OF AGENDA:** **John McNaughton** moved, supported by **Rob Bristow**, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** **Dale Parus** moved, supported by **Ron Suszek**, to approve the board minutes from **March 14, 2024**– *motion carried*.
- 6) **AUDIT PRESENTATION:**
 - a) Lakeland received an unmodified opinion, which is ideal.
 - b) The Fund balance is very healthy.
 - c) There is a new checklist for software subscription agreements, so there is a complication with how the agreement cost is reported regarding revenue.
 - d) Rob Bristow moved, supported by John McNaughton, to approve the audit – *motion carried*.
- 7) **FINANCIAL REPORT:**
 - a) **March 2024** Financials and Check Register: **John McNaughton** moved, supported by **Diane Kooiker**, to approve the **March 2024** Financials as presented - *motion carried*.
 - b) **Corrective Action Plan resulting from audit:** **John McNaughton** moved, supported by **Ron Suszek**, to approve the **March 2024** Financials as presented - *motion carried*.
 - c) **2023 Retirement System Report:** John McNaughton moved, supported by Dale Parus, to approve the March 2023 Retirement System Report - *motion carried*.
- 8) **PRESIDENT'S REPORT**
 - a) Nothing to report.
- 9) **DIRECTOR'S REPORT**
 - a) Carol spoke about Advocacy Day and encouraged the members to reach out if they would like her to attend meetings with them.
- 10) **COUNCIL/COMMITEE REPORTS**
 - a) Advisory Council minutes included for information.
- 11) **PUBLIC COMMENTS:**
 - a) None.
- 12) **BOARD MEMBER COMMENTS:**
 - a) Joe shared that is looking into replacing their open IT position with a managed IT position. They are also seeking a business manager.
 - b) Rob Bristow had nothing to report.
 - c) Dale Parus reported that Ionia received a \$2.1 million appropriation.
 - d) Ron Suszek reported that Muskegon is hosting a world-renowned Peleton instructor.
 - e) Diane Kooiker had nothing to report.
 - f) John McNaughton reported that GRPL will be looking at hiring an assistant director soon.
 - g) Lance Werner reported that KDL received an award for client impact, and they are finalists for the IMLS medal.
- 13) **NEXT MEETING:** Thursday, **May 9**, at 9:30 a.m. at Kent District Library Service Center.

14) ADJOURNMENT: John McNaughton moved, supported by Rob Bristow, to adjourn at **9:49** - *motion carried.*

Respectfully submitted by,
Amber McLain

Thursday, April 30, 2024

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

Dear KDL Board of Trustees:

I am writing to you to request permission to keep the Tyrone Branch open until 7:00 pm on Friday, June 28. This would be two hours later than our normal closing time.

Kent City is holding its Annual Independence Day Celebration, which takes place on Main Street surrounding the library. The event starts at 6pm with activities throughout the downtown area. We would like to keep the library open for the beginning of the event, offering programming and services to community members attending the event. The celebration is a well-attended event, both by Tyrone Township residents, and those from surrounding communities who come especially for the event. Remaining open would allow us to participate in this community event, and welcome patrons new and old into the library building.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Liz Knapp Craig M Buno". The signature is written in a cursive style.

Liz Knapp & Craig Buno

Walker, Alpine Township & Tyrone Township Regional Managers

CC: Lance Werner, KDL Executive Director



Kent District Library
Spencer Branch

May 2, 2024

RE: Notification of Spencer Township building closures

On March 19, 2024, our Spencer Township board passed a resolution to close Spencer Township offices and library on the Tuesday of all state or federal elections, except for election department and voting, see enclosed resolution.

The main reason for the resolution is for the security of our election and election staff. Many of the other townships and cities in Michigan are already doing this.

The other reasons for doing this is:

1. We need to account for everyone that is in the building for security and or emergencies, threats, etc.
2. To give our election staff more room to conduct the elections. Our election department can utilize the office and lobby area for doing election work.
3. To give our election staff more places to park in our upper parking lot. The state and federal elections bring in a lot more staff and voters.

Keep in mind, this does include but not limited to:

1. No staff or deliveries entering into the library the dates you are notified of, except in emergency or special permission by election commission, if given permission, you will not have access to the restrooms. Make sure to reschedule any book or materials deliveries scheduled for these Tuesdays.
2. No events, meetings, etc may be held, in building or anywhere on the property. Again, we need to think safety, security and limited parking spaces & traffic coming in and out of our parking lot.

The closure dates for 2024 are as follows:

Tuesday, August 6, 2024

Tuesday, November 5, 2024

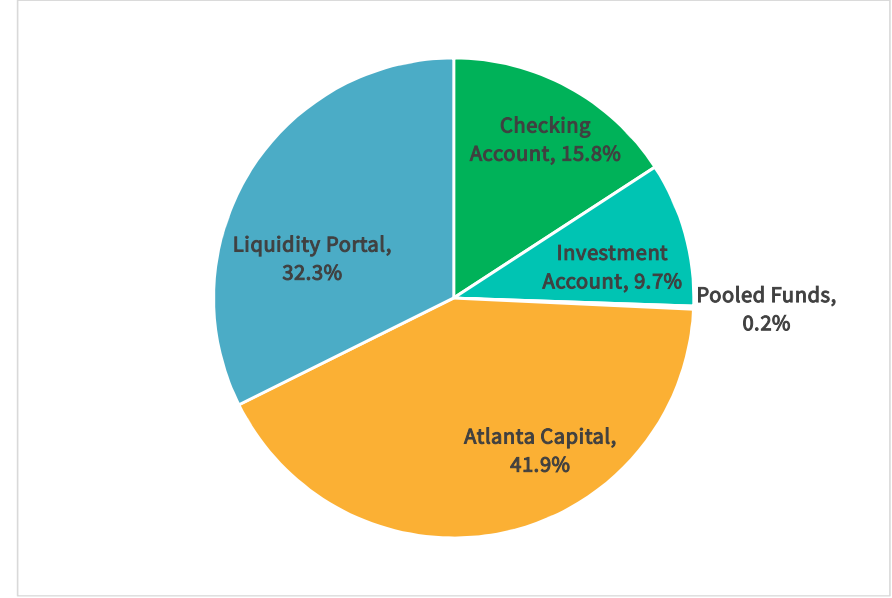
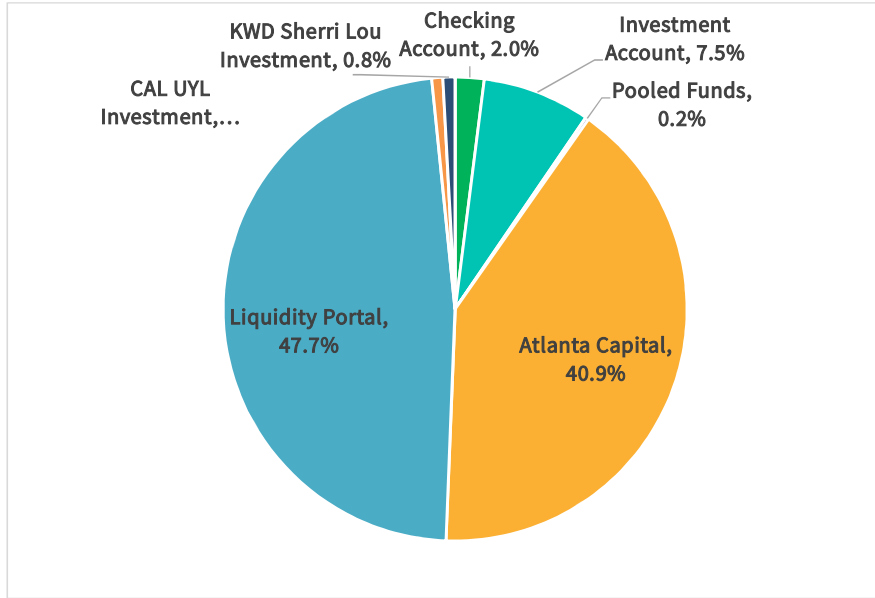
Also a friendly reminder that no activities may be scheduled for use of our lobby or basement from July 26th to August 9th and from October 25th to November 8th.

Sincerely,

Spencer Township Board & Election Commission



Monthly Cash Position Per Bank Month Ended April 2024



2024		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$532,329.55
Huntington Investment Account	3.289%	\$1,977,335.80
*Kent County Pooled Funds	3.774%	\$58,615.84
Atlanta Capital Investments		\$10,754,263.00
Huntington Liquidity Portal	5.220%	\$12,563,296.86
Caledonia UYL Investment	5.200%	\$206,312.27
KWD Sherri Lou Investment	5.200%	\$220,751.94
		\$26,312,905.26

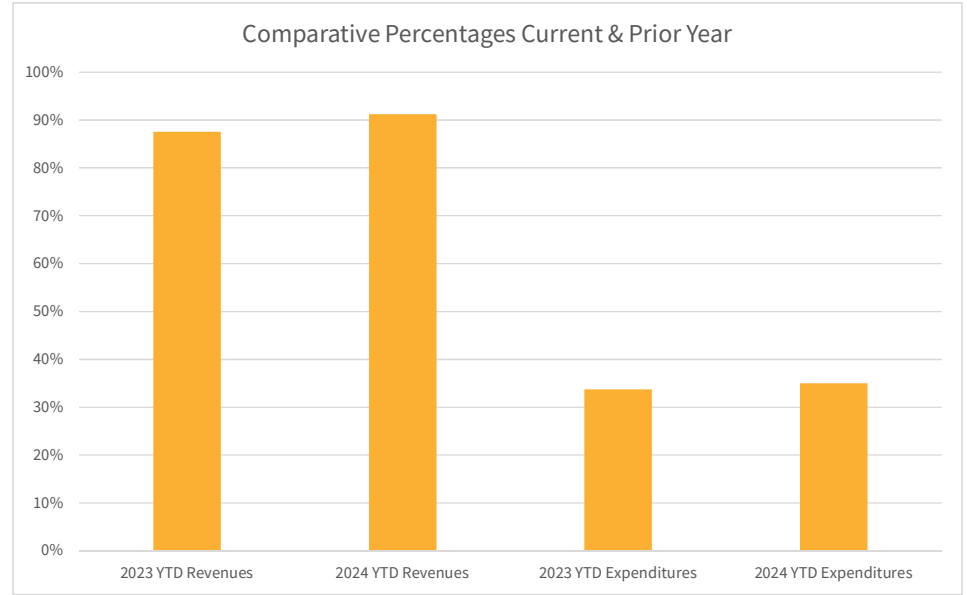
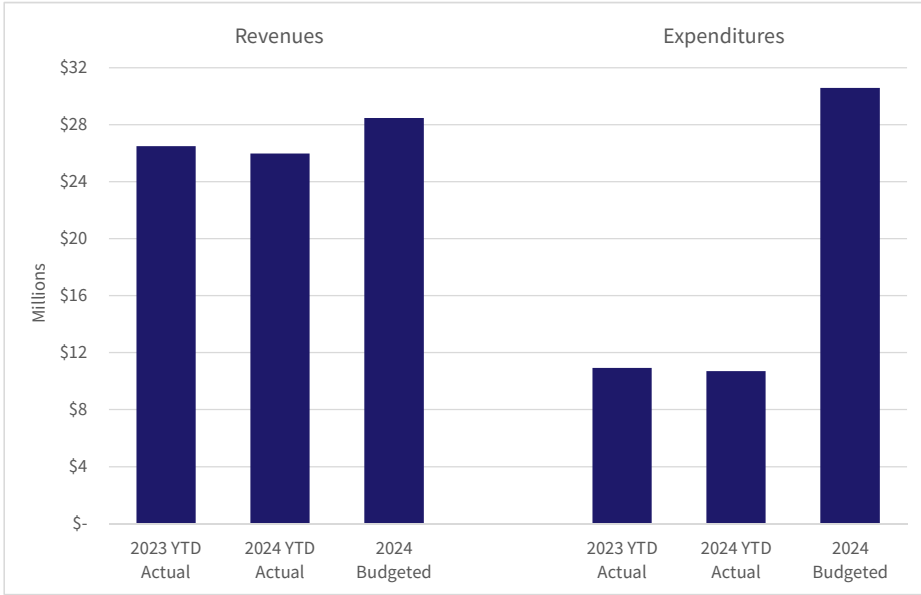
2023		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$4,437,657.30
Huntington Investment Account	1.004%	\$2,725,394.46
*Kent County Pooled Funds	3.924%	\$56,675.82
Atlanta Capital Investments		\$11,756,715.00
Huntington Liquidity Portal		\$9,071,702.75
		\$28,048,145.33

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month Ended April 2024



Budget to Actual with Prior Year Comparison		
Revenues		
2023 YTD Actual	\$	26,505,334
2024 YTD Actual	\$	25,989,938
2024 Budgeted	\$	28,484,689
Expenditures		
2023 YTD Actual	\$	10,944,505
2024 YTD Actual	\$	10,705,240
2024 Budgeted	\$	30,595,677

Comparative Percentages Current & Prior Year	
Account	Amount
2023 YTD Revenues	87.5%
2024 YTD Revenues	91.2%
2023 YTD Expenditures	33.7%
2024 YTD Expenditures	35.0%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2024 Through 4/30/2024
(In Whole Numbers)

	2024 YTD Actual	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	24,976,009	25,595,017	(619,008)	(2)%
Penal Fines	0	630,000	(630,000)	(100)%
Charges for Services	62,442	38,000	24,442	64 %
Interest Income	181,690	400,000	(218,310)	(55)%
Public Donations	470,503	400,000	70,503	18 %
Other Revenue	57,634	353,000	(295,366)	(84)%
State Sources	241,661	1,068,672	(827,012)	(77)%
Total Revenues	25,989,938	28,484,689	(2,494,751)	(9)%
Expenditures				
Salaries and Wages	4,390,260	14,450,238	10,059,978	70 %
Employee Benefits	1,268,682	4,024,338	2,755,656	68 %
Collections - Digital	1,587,830	2,936,317	1,348,487	46 %
Collections - Physical	595,185	2,054,176	1,458,991	71 %
Supplies	119,707	724,835	605,128	83 %
Contractual and Professional Services	1,089,286	2,181,095	1,091,809	50 %
Programming and Outreach	128,002	497,015	369,013	74 %
Maintenance and Utilities	877,496	2,441,763	1,564,267	64 %
Staff Development	69,531	302,640	233,109	77 %
Board Development	9,761	15,000	5,239	35 %
Other Expenditures	221,773	399,632	177,859	45 %
Capital Outlay	347,726	568,628	220,902	39 %
Total Expenditures	10,705,240	30,595,677	19,890,437	65 %
Excess Revenue Over (Under)	15,284,698	(2,110,988)	17,395,686	(824)%
Expenditures				

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 4/1/2024 Through 4/30/2024
(In Whole Numbers)

	2024 YTD Actual	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues				
Public Donations	176,274	0	176,274	0 %
Total Revenues	176,274	0	176,274	0 %
Excess Revenue Over (Under)	176,274	0	176,274	0 %
Expenditures				

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2024 Through 4/30/2024
(In Whole Numbers)

	<u>YTD Ending April 30, 2024</u>	<u>YTD Ending April 30, 2023</u>	<u>Total Variance</u>
Revenues			
Property Taxes	24,976,009	25,770,805	(794,796)
Charges for Services	62,442	12,282	50,161
Interest Income	181,690	310,904	(129,214)
Public Donations	470,503	90,949	379,554
Other Revenue	57,634	78,734	(21,100)
State Sources	241,661	241,661	0
Total Revenues	<u>25,989,938</u>	<u>26,505,334</u>	<u>(515,396)</u>
Expenditures			
Salaries and Wages	4,390,260	4,237,558	152,703
Employee Benefits	1,268,682	1,443,687	(175,004)
Collections - Digital	1,587,830	1,417,892	169,938
Collections - Physical	595,185	634,744	(39,559)
Supplies	119,707	152,290	(32,583)
Contractual and Professional Services	1,089,286	1,094,941	(5,656)
Programming and Outreach	128,002	63,194	64,808
Maintenance and Utilities	877,496	1,065,941	(188,445)
Staff Development	69,531	96,014	(26,483)
Board Development	9,761	9,171	590
Other Expenditures	221,773	199,469	22,304
Capital Outlay	347,726	529,605	(181,878)
Total Expenditures	<u>10,705,240</u>	<u>10,944,505</u>	<u>(239,265)</u>
Excess Revenue Over (Under) Expenditures	<u>15,284,698</u>	<u>15,560,829</u>	<u>(276,131)</u>

Kent District Library
 Statement of Revenues and Expenditures
 157 - Scholarship Fund
 From 4/1/2024 Through 4/30/2024
 (In Whole Numbers)

	YTD Ending April 30, 2024	YTD Ending April 30, 2023	Total Variance
Revenues			
Public Donations	176,274	0	176,274
Total Revenues	176,274	0	176,274
Excess Revenue Over (Under) Expenditures	176,274	0	176,274

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2024 Through 4/30/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402	103,376	24,801,712	25,339,532	(537,820)	(2)%
4412	892	2,443	10,000	(7,557)	(76)%
4432	0	26,844	30,000	(3,156)	(11)%
4437	0	145,009	215,485	(70,476)	(33)%
	<u>104,268</u>	<u>24,976,009</u>	<u>25,595,017</u>	<u>(619,008)</u>	<u>(2)%</u>
Penal Fines					
4581	0	0	630,000	(630,000)	(100)%
	<u>0</u>	<u>0</u>	<u>630,000</u>	<u>(630,000)</u>	<u>(100)%</u>
Charges for Services					
4660	24,163	48,758	0	48,758	0 %
4685	2,967	13,684	38,000	(24,316)	(64)%
	<u>27,130</u>	<u>62,442</u>	<u>38,000</u>	<u>24,442</u>	<u>64 %</u>
Interest Income					
4662	879	3,529	0	3,529	0 %
4663	597	597	0	597	0 %
4664	182	556	0	556	0 %
4665	22,276	175,694	400,000	(224,307)	(56)%
4666	259	1,315	0	1,315	0 %
	<u>24,192</u>	<u>181,690</u>	<u>400,000</u>	<u>(218,310)</u>	<u>(55)%</u>
Public Donations					
4673	203,805	466,177	400,000	66,177	17 %
4674	461	4,326	0	4,326	0 %
	<u>204,266</u>	<u>470,503</u>	<u>400,000</u>	<u>70,503</u>	<u>18 %</u>
Other Revenue					
4502	0	0	350,000	(350,000)	(100)%
4651	0	458	0	458	0 %
4668	698	1,452	0	1,452	0 %
4686	405	1,414	0	1,414	0 %
4688	176	628	3,000	(2,372)	(79)%
4695	10,414	53,682	0	53,682	0 %
	<u>11,693</u>	<u>57,634</u>	<u>353,000</u>	<u>(295,366)</u>	<u>(84)%</u>
State Sources					
4540	221,125	221,125	431,600	(210,476)	(49)%
4541	0	20,536	41,072	(20,536)	(50)%
4548	0	0	76,000	(76,000)	(100)%
4549	0	0	520,000	(520,000)	(100)%
	<u>221,125</u>	<u>241,661</u>	<u>1,068,672</u>	<u>(827,012)</u>	<u>(77)%</u>
	<u>592,674</u>	<u>25,989,938</u>	<u>28,484,689</u>	<u>(2,494,751)</u>	<u>(9)%</u>
Expenditures					
Salaries and Wages					
5700	210	840	3,900	3,060	78 %
5706	400	1,050	0	(1,050)	0 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2024 Through 4/30/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
5713 Salary & Wages	1,030,856	4,388,370	14,446,338	10,057,968	70 %
Total Salaries and Wages	1,031,466	4,390,260	14,450,238	10,059,978	70 %
Employee Benefits					
5709 FICA	75,408	323,034	1,105,145	782,111	71 %
5717 Defined Contribution Pension Plan Contributions	47,597	202,572	507,693	305,121	60 %
5718 Employee Health Benefits	112,649	337,693	1,928,700	1,591,007	82 %
5720 HSA/Flex	3,000	367,000	392,000	25,000	6 %
5730 Other Employee Benefits	7,651	38,383	90,800	52,417	58 %
Total Employee Benefits	246,305	1,268,682	4,024,338	2,755,656	68 %
Collections - Digital					
5785 Cloud Library/OverDrive	300,000	907,250	1,943,500	1,036,250	53 %
5786 Hoopla	0	349,500	605,000	255,500	42 %
5787 Digital Collection	11,600	129,349	151,657	22,308	15 %
5788 Miscellaneous Electronic Access	19,967	201,731	236,160	34,429	15 %
Total Collections - Digital	331,567	1,587,830	2,936,317	1,348,487	46 %
Collections - Physical					
5791 Subscriptions	45	69,560	81,540	11,980	15 %
5815 KDL Cruisers	0	0	10,100	10,100	100 %
5871 Branch Local Materials - Restricted Donation Expenditures	1,297	2,869	0	(2,869)	0 %
5982 Collection Materials - Depreciable	103,219	423,526	1,538,474	1,114,948	72 %
5983 CD/DVD Collection Materials - Non-Depreciable	24,604	95,972	384,062	288,090	75 %
5984 Beyond Books Collection - Non-Depreciable	2,385	3,260	40,000	36,740	92 %
Total Collections - Physical	131,549	595,185	2,054,176	1,458,991	71 %
Supplies					
5750 Collection Processing & AV Supplies	5,839	32,861	113,690	80,829	71 %
5751 Supplies	9,242	34,127	150,815	116,688	77 %
5760 Technology & Accessories <\$1000	2,103	3,834	59,040	55,206	94 %
5764 KDL Staff Event, Supplies & Awards	251	2,701	31,950	29,249	92 %
5768 Promotions Supplies	0	309	30,835	30,526	100 %
5770 Other Awards/Prizes	1,299	13,026	215,325	202,299	94 %
5790 Books (not for circulation)	0	0	30,485	30,485	100 %
5851 Mail/Postage	200	1,933	7,695	5,762	75 %
5900 Copier/Printer Usage Charges	12,765	30,915	85,000	54,085	64 %
Total Supplies	31,699	119,707	724,835	605,128	83 %
Contractual and Professional Services					
5792 Software	8,076	332,243	635,265	303,022	48 %
5801 Professional & Other Contracted Services	57,331	279,576	576,990	297,414	52 %
5813 Delivery Services	11,900	49,616	161,717	112,101	69 %
5814 Security Services	1,443	4,416	28,000	23,584	84 %
5817 Lakeland Library Co-op services	0	3,253	6,505	3,252	50 %
5827 Catering	1,144	3,211	29,850	26,639	89 %
5873 Website	59	167,528	158,700	(8,828)	(6)%
5875 Advertising	12,411	37,640	113,250	75,610	67 %
5890 ILS Fees	0	116,517	159,771	43,254	27 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2024 Through 4/30/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
5891 Licenses and Fees	13,519	61,580	189,047	127,467	67 %
5901 Outsourced Printing & Publishing	249	33,706	122,000	88,294	72 %
Total Contractual and Professional Services	106,133	1,089,286	2,181,095	1,091,809	50 %
Programming and Outreach					
5795 Programming & Outreach Supplies	3,558	24,239	199,850	175,611	88 %
5885 Speakers/Performers	5,360	93,589	277,150	183,561	66 %
5906 Community Outreach	3,166	10,174	20,015	9,841	49 %
Total Programming and Outreach	12,083	128,002	497,015	369,013	74 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	39,587	180,061	600,000	419,939	70 %
5822 Maintenance Contracts	0	5,182	53,199	48,017	90 %
5848 Mobile Hotspots	31,305	103,905	398,844	294,939	74 %
5849 Cell Phones/ Stipends	2,108	8,053	25,395	17,342	68 %
5850 Telephones	0	17,006	42,000	24,994	60 %
5852 Internet/Telecomm Services	2,319	51,224	150,460	99,236	66 %
5919 Waste Disposal	499	2,036	8,200	6,165	75 %
5920 Utilities	5,048	11,960	90,000	78,040	87 %
5925 Lawn care & Snowplowing	2,315	11,201	43,000	31,799	74 %
5928 Branch Maintenance Fees	0	283,051	564,786	281,735	50 %
5930 Repairs & Maintenance	6,458	18,673	94,870	76,197	80 %
5933 Software & IT Hardware Maintenance Agreements	0	83,325	138,000	54,675	40 %
5940 Rentals & Leases	40,071	101,820	233,009	131,189	56 %
Total Maintenance and Utilities	129,710	877,496	2,441,763	1,564,267	64 %
Staff Development					
5910 Staff Development & Conferences	16,874	69,531	302,640	233,109	77 %
Total Staff Development	16,874	69,531	302,640	233,109	77 %
Board Development					
5908 Board Development	3,484	9,761	15,000	5,239	35 %
Total Board Development	3,484	9,761	15,000	5,239	35 %
Other Expenditures					
5759 Gas, Oil, Grease	727	1,208	8,160	6,952	85 %
5860 Parking	207	290	2,765	2,476	90 %
5861 Mileage Reimbursement	3,691	14,998	58,950	43,952	75 %
5870 Branch Local Misc - Restricted Donation Expenditures	5,992	30,043	93,800	63,757	68 %
5907 Sponsorships/Donations	1,500	1,750	10,675	8,925	84 %
5935 Insurance	0	118,904	114,482	(4,422)	(4)%
5939 Workers Compensation Insurance	0	25,339	41,000	15,661	38 %
5955 Miscellaneous	734	1,241	36,100	34,859	97 %
5959 Sales Taxes	(3)	(4)	100	104	104 %
5964 Property Tax Reimbursement	3,123	27,188	30,000	2,812	9 %
5965 MEL Return Items	86	817	3,600	2,783	77 %
Total Other Expenditures	16,057	221,773	399,632	177,859	45 %
Capital Outlay					
5977 Technology - Non-Depreciable (\$1000-4999)	3,211	41,019	72,450	31,431	43 %
5978 Technology - Depreciable (5,000+)	0	275,409	476,178	200,769	42 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 4/1/2024 Through 4/30/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	0	31,298	20,000	(11,298)	(56)%
Total Capital Outlay	<u>3,211</u>	<u>347,726</u>	<u>568,628</u>	<u>220,902</u>	<u>39 %</u>
Total Expenditures	<u>2,060,138</u>	<u>10,705,240</u>	<u>30,595,677</u>	<u>19,890,437</u>	<u>65 %</u>
Excess Revenue Over (Under) Expenditures	<u>(1,467,464)</u>	<u>15,284,698</u>	<u>(2,110,988)</u>	<u>17,395,686</u>	<u>(824)%</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 4/1/2024 Through 4/30/2024
(In Whole Numbers)

	<u>Current Month</u>	<u>2024 YTD</u>	<u>2024 Original Budget</u>	<u>2024 Original Budget to Actual Variance</u>	<u>Percent Remaining</u>
Revenues					
Public Donations					
4673 Restricted donations	<u>174,813</u>	<u>176,274</u>	<u>0</u>	<u>176,274</u>	<u>0 %</u>
Total Public Donations	<u>174,813</u>	<u>176,274</u>	<u>0</u>	<u>176,274</u>	<u>0 %</u>
Total Revenues	<u>174,813</u>	<u>176,274</u>	<u>0</u>	<u>176,274</u>	<u>0 %</u>
Excess Revenue Over (Under) Expenditures	<u>174,813</u>	<u>176,274</u>	<u>0</u>	<u>176,274</u>	<u>0 %</u>

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 4/1/2024 Through 4/30/2024

Check Number	Vendor Name	Check Amount	Check Date
2024-1445	Overdrive, Inc	300,000.00	4/17/2024
2024-1390	Midwest Tape LLC	191,101.30	4/3/2024
2024-1402	Bibliotheca, Llc	152,307.69	4/17/2024
2024-1381	Ingram Library Services Llc	79,796.31	4/3/2024
2024-1436	Ingram Library Services Llc	43,664.00	4/17/2024
2024-1437	IP Consulting, Inc.	41,362.28	4/17/2024
AP-9958764944	Verizon Wireless - MiFy Routers & Cell phones	30,452.20	4/2/2024
AP-240770027...	Priority Health	28,524.60	4/2/2024
2024-1447	Rehmann Robson LLC	26,800.00	4/17/2024
87798	Midwest Collaborative For Library Services	26,622.51	4/17/2024
AP-PH04-26-24	Priority Health	24,080.30	4/29/2024
AP-PH04-19-24	Priority Health	23,618.61	4/19/2024
87740	City Of Wyoming - Treasurer's Office	20,513.50	4/3/2024
87737	City Of Kentwood Treasurer	20,482.50	4/3/2024
AP-PH04-05-24	Priority Health	18,949.00	4/5/2024
87804	Rabble LLC	17,850.00	4/17/2024
AP-Feb 2024	American Heritage Life Insurance Company / Allstate Benefits	15,189.51	4/26/2024
AP-March 2024	American Heritage Life Insurance Company / Allstate Benefits	15,084.05	4/26/2024
2024-1329	Baker & Taylor	13,738.03	4/3/2024
87735	City Of East Grand Rapids	13,475.00	4/3/2024
87797	Michigan Office Solutions (MOS)	13,294.46	4/17/2024
87761	Plainfield Charter Township	12,565.50	4/3/2024
87799	Mitchell Research & Communications, Inc	12,200.00	4/17/2024
87736	City Of Grandville	11,624.00	4/3/2024
AP-240770027...	Priority Health	11,186.05	4/1/2024
87782	El Vocero	11,000.00	4/17/2024
87733	Cascade Charter Township	10,956.50	4/3/2024
87721	Ada Township	10,320.50	4/3/2024
87756	Michigan Office Solutions (MOS)	9,834.67	4/3/2024
AP-PH04-12-24	Priority Health	9,589.53	4/12/2024
2024-1449	Same Day Delivery, Inc	7,773.57	4/17/2024
87731	Caledonia Township	7,732.00	4/3/2024
2024-1333	Comerica Bank	7,423.23	4/3/2024
87763	Salesforce, Inc.	7,215.00	4/3/2024
87800	MLA- Michigan Library Association	7,038.00	4/17/2024
2024-1406	Comerica Bank	6,914.16	4/17/2024
AP-05338585	Paycor, Inc.	6,832.28	4/8/2024
87729	Byron Township	6,305.00	4/3/2024
2024-1442	Midwest Tape LLC	5,576.29	4/17/2024
2024-1450	Thomas Klise/Crimson Multimedia	5,405.00	4/17/2024
2024-1401	Baker & Taylor	5,244.18	4/17/2024
87807	Sabopr	4,666.10	4/17/2024
87803	Playaway Products LLC	4,657.19	4/17/2024
87744	Gaines Charter Township	4,630.00	4/3/2024
87739	City Of Rockford	4,277.50	4/3/2024
87746	Huron Associates LLC	4,200.00	4/3/2024
87785	Governmental Consultant Services Inc.	4,000.00	4/17/2024
87757	Nelson Township	3,943.00	4/3/2024
87738	City Of Lowell	3,870.50	4/3/2024
87772	Walker City Treasurer	3,800.00	4/3/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 4/1/2024 Through 4/30/2024

Check Number	Vendor Name	Check Amount	Check Date
2024-1454	Xerox Financial Services LLC	3,719.86	4/17/2024
2024-1391	Same Day Delivery, Inc	3,646.86	4/3/2024
AP-April 2024	PLIC - SBD Grand Island	3,417.42	4/1/2024
87779	BrightBenefits	3,411.33	4/17/2024
87789	Hedrick Associates	3,211.00	4/17/2024
87723	Apple Books LLC	2,894.20	4/3/2024
87725	Bowne Township	2,736.00	4/3/2024
2024-1394	TelNet Worldwide, Inc.	2,565.79	4/3/2024
2024-1399	AMAZON CAPITAL SERVICES, INC	2,494.79	4/17/2024
2024-1395	Thomas Klise/Crimson Multimedia	2,460.00	4/3/2024
2024-1448	RNL Graphics Solutions, LLC	2,423.03	4/17/2024
87796	Kushner & Company Inc	2,355.69	4/17/2024
87775	All Season Lawn Care	2,314.75	4/17/2024
87809	Ulliance, Inc.	2,305.08	4/17/2024
AP-207147476...	Consumers Energy	2,290.81	4/2/2024
2024-1452	UAW Local 2600	1,991.19	4/17/2024
87760	Peter Dykhuis	1,826.00	4/3/2024
87767	T. Rex & the Rabbit Foods, LLC	1,800.00	4/3/2024
87771	Tyrone Township	1,790.50	4/3/2024
2024-1336	Cengage Learning	1,771.48	4/3/2024
87781	Cascade Charter Township	1,755.77	4/17/2024
AP-637857	123.Net, Inc	1,724.00	4/5/2024
2024-1444	Nationwide	1,704.69	4/17/2024
87751	Kelloggsville Public Schools	1,700.15	4/3/2024
87752	Lakeland Library Cooperative	1,626.50	4/3/2024
87808	Terrance Koeman/West Michigan Lock & Key	1,617.80	4/17/2024
87762	Playaway Products LLC	1,562.13	4/3/2024
2024-1438	Pre-Paid Legal Services, Inc.	1,538.30	4/17/2024
87722	Alpine Township	1,503.50	4/3/2024
87753	Lions & Rabbits Center for the Arts	1,475.00	4/3/2024
2024-1398	Abila / Community Brands Holdco, LLC	1,432.46	4/17/2024
2024-1443	TELUS HEALTH (US) LTD.	1,408.47	4/17/2024
AP-2024Cooper	Banner Life Insurance Company	1,387.79	4/15/2024
2024-1404	Central Michigan Paper	1,320.00	4/17/2024
AP-0324DTE	Dte Energy	1,291.36	4/2/2024
AP-9958916896	Verizon Wireless - MiFy Routers & Cell phones	1,272.35	4/2/2024
2024-1321	Advanced Benefit Solutions, Inc / 44 North	1,156.00	4/3/2024
2024-1324	Anthony Carpenter	1,150.00	4/3/2024
2024-1384	Lindenmeyr Munroe	1,148.40	4/3/2024
87810	Unique	1,016.52	4/17/2024
87764	Spencer Township	1,000.00	4/3/2024
AP-206614453...	Consumers Energy	990.32	4/5/2024
87747	Jonathan Rinehart	900.00	4/3/2024
2024-1451	Tim Kleyn	850.00	4/17/2024
2024-1335	DK Security	848.80	4/3/2024
2024-1409	DK Security	848.80	4/17/2024
87801	Pam Spring Advertising, Llc	807.00	4/17/2024
87793	Julie Sizemore	750.00	4/17/2024
87770	The Library Store, Inc.	720.96	4/3/2024
AP-April 2024	Delta Dental Of Michigan	667.89	4/8/2024
87743	Epilogue Books LLC	592.56	4/3/2024
2024-1330	Blackstone Audio Inc	515.48	4/3/2024

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 4/1/2024 Through 4/30/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
87728	Brian Kamstra	500.00	4/3/2024
87783	Ferndale Area District Library	500.00	4/17/2024
87769	The Hekima Group LLC	500.00	4/3/2024
AP-2855046	Arrowaste	498.71	4/16/2024
2024-1439	Lindenmeyr Munroe	439.72	4/17/2024
87774	Absopure Water Company	438.95	4/17/2024
2024-1405	Cloud 616 LLC	425.00	4/17/2024
2024-1411	Cengage Learning	413.48	4/17/2024
2024-1334	Cross Ventures/Fish Window Cleaning	350.00	4/3/2024
87748	Karen Small	303.78	4/3/2024
87784	Gary F Korreck	300.00	4/17/2024
2024-1407	Concentra Health Services, Inc.	300.00	4/17/2024
87766	Susan Erhardt	291.72	4/3/2024
AP-9958787732	Verizon Wireless - MiFy Routers & Cell phones	282.01	4/2/2024
2024-1383	Library Ideas, Llc	276.06	4/3/2024
AP-2911282-04...	Comcast Cable	251.85	4/9/2024
87741	Educational Development Corporation	251.82	4/3/2024
2024-1408	Craig Wolgamott / Mobil Master Detailing LLC	250.00	4/17/2024
2024-1412	Gemaryah Whitley	200.00	4/17/2024
87777	Anna Small Roseboro	200.00	4/17/2024
87730	Caitlin Cusack / Immortelle Music LLC	200.00	4/3/2024
87754	Memory Lane Jane	200.00	4/3/2024
87755	MI Burial, LLC	200.00	4/3/2024
87790	Jairimi Driesenga	200.00	4/17/2024
87805	Rachael Hamlet	200.00	4/17/2024
87724	Aqua Blue Aquarium Solutions	170.00	4/3/2024
2024-1382	Kalamazoo Sanitary Supply / KSS Enterprises	162.62	4/3/2024
2024-1446	Performance Assessment Network	150.00	4/17/2024
AP-3090942	TASC	128.28	4/25/2024
AP-0021585-04...	Comcast Cable	126.90	4/25/2024
87726	Brad Allen	126.80	4/3/2024
2024-1410	Everlasting Green Plantscape LLC	120.00	4/17/2024
87768	Book Farm LLC	118.65	4/3/2024
87720	Absopure Water Company	109.95	4/3/2024
AP-PH4-26-24Inc	Priority Health	100.50	4/25/2024
87765	Steve Jessmore Photography LLC	100.00	4/3/2024
87734	Center Point Publishing	98.28	4/3/2024
2024-1453	Vital Records Holdings, LLC / VRC Companies, LLC	95.00	4/17/2024
AP-9960586221	Verizon Wireless - MiFy Routers & Cell phones	83.10	4/23/2024
87776	Alohilani May	79.98	4/17/2024
87811	Walgreen Co	72.00	4/17/2024
87794	Kiosha Jeltema	57.92	4/17/2024
AP-016913	Medtipster.com, LLC.	57.59	4/16/2024
2024-1396	Tracy Chrenka	56.80	4/3/2024
2024-1332	Christina Tazelaar	55.59	4/3/2024
87732	Calvin University - Hekman Library	50.00	4/3/2024
2024-1331	Carla Hotz	49.83	4/3/2024
2024-1393	Sheri Gilreath-Watts	49.30	4/3/2024
87802	Peter Dykhuis	47.96	4/17/2024
87791	JAX Publications/Jacqueline James	45.00	4/17/2024
2024-1403	Blackstone Audio Inc	42.96	4/17/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 4/1/2024 Through 4/30/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2024-1323	Andrew Erlewein	42.73	4/3/2024
2024-1322	AMAZON CAPITAL SERVICES, INC	42.27	4/3/2024
87778	Brian Mortimore	37.68	4/17/2024
87780	Capital Area District Libraries	36.86	4/17/2024
2024-1392	Sarah Ann Weller	36.57	4/3/2024
87787	Grainger	33.34	4/17/2024
87727	Brad Covell	25.00	4/3/2024
87749	Katherine Baker	23.24	4/3/2024
87795	Kurt Lardie	20.98	4/17/2024
87806	Rui Pan	20.95	4/17/2024
87758	Nikki Mulder	20.21	4/3/2024
87750	Katrina Taylor	18.99	4/3/2024
87792	Jessica Salo	18.79	4/17/2024
87759	Patricia Hamilton	16.99	4/3/2024
87812	White Pine District Library	15.85	4/17/2024
87788	Grand Rapids Public Library	15.00	4/17/2024
87745	Graphic Arts Service & Supply	15.00	4/3/2024
87742	Emily Armstrong	10.99	4/3/2024
87786	Grace Sherrill	2.00	4/17/2024
Report Total		1,428,175.93	

Director's Report April 2024



Gaines + Kentwood

Perk Pass offers patrons an incredible opportunity to discover and enjoy various enriching local attractions and events. When introducing new patrons to KDL, staff have the chance to share information about Perk Pass. Sometimes staff encounter individuals who are amazed to learn they can not only access fun attractions for free but also invite others to join them, as the passes cover multiple people. Staff members have also personally enjoyed the benefits of these offerings, which is a delightful bonus. The inclusion of the YMCA in the program is a fantastic addition, providing a family-friendly and enjoyable means to prioritize health and wellness.

Kelloggsville + Wyoming

Staff at Wyoming mention Perk Pass to patrons when they register for library cards. The team also promotes the service to patrons at outreach events. Staff members take Perk Pass bookmarks to Kelloggsville's Rocket Registration each year and talk about the service with patrons as they register their children for the school year. Patrons with family visiting from out of town and large families seem to love this service. Staff members note that patrons often come to the library to register for a library card because they have heard about the Perk Pass program. The service introduces both staff members and patrons to local events and opportunities in the Grand Rapids area.

Krause, Nelson + Plainfield

Staff at Krause, Nelson, and Spencer find that issuing new library cards is the perfect time to talk to patrons about KDL Perk Passes. In the northern branches, staff often have people come in inquiring about the Perk Passes, only to have to inform them that the passes are only available to KDL cardholders. Patrons are often surprised and excited by the array of passes available to them with their KDL card and are appreciative of opportunities/experiences that would otherwise not be available to them.

On the Same Page

KDL's first On the Same Page event with authors Ann Patchett and Kevin Wilson took place April 24, and rave reviews continue to stream in. The goal of On the Same Page is to create opportunities for people from across the community to come together, inspired by a story to spark conversations, friendship and build our collective sense of community. See the PMO Project Update in this board report for details on the ways people participated. When registration opened, all available seats were claimed within 12 hours and the waitlist could easily fill the theatre again. There are several stories of reunions and new friendships that occurred as a result of On the Same Page. Calvin University has also been an outstanding partner in this effort, as proof of how partnerships can enable KDL to accomplish anything. Kudos to the KDL project team, lead by Programming + Outreach Manager Hennie Vaandrager and Regional Manager I Josh Bernstein. By all accounts, this has been a great success and ²⁸ plans for next year are already underway.

Featured Department Collection Services

Collection Development staff presented at three conferences on the Equity, Diversity and Inclusion tagging process they created at KDL. This process allows us to keep track of the diverse materials in our collection and makes it easier for patrons and staff to search for those items. It was exciting to have the opportunity to share this helpful tool with so many other libraries across the country.

Presentations included:

- In May, Collection Development Librarian's Samantha Hodge and Marie Mulder presented at the National Library Service for the Blind and Print Disabled Conference hosted by KDL.
- In October, Collection Services Manager Liz Guarino and Collection Development Librarian's Marie Mulder and Tammy Schneider presented at the Michigan Library Association conference.
- In April, Collection Development Librarian's Johanna Boyle, Marie Mulder, and Tammy Schneider presented at the Public Library Association conference in Ohio.

In August, Collection Development Librarian Alison Kuchta presented at Overdrive's Digipalooza conference on how to best reach patrons with streaming service Kanopy.

Collection Development Librarian Samantha Hodge was part of the project team for KDL's On The Same Page program and selected *Tom Lake* by Ann Patchett. "Based on how well her previous book, *Dutch House* was received, we knew *Tom Lake* would be popular with our patrons. That it takes place in Michigan and Meryl Streep narrates the audio also ensured it would be a hit. We watched videos of her previous speaking engagements and videos of her on social media to determine her speaking style and knew she would be very engaging in front of a large crowd," Hodge said. Collection Development Librarian Alison Kuchta worked closely with Overdrive representatives to make unlimited eBook and eAudiobook copies of *Tom Lake* available to patrons from February-April. Physical copies of the book circulated over 4000 times and the digital copies circulated almost 5000 times.



Featured Department Collection Services **Cont.**

Preschool Booster Packs were added to the collection in January. The packs promote early literacy, fine motor skills, and the love of books in young children. Collection Development Librarian Tammy Schneider selected books for the kits and Cataloging Paraprofessional Yuko Roberts catalogued and processed the 50 packs, which are available in both English and Spanish.

In Fall of 2023 Collection Services Assistants Sarah Foster, Holly Newcomer and Cataloging Paraprofessional Yuko Roberts began the process of replacing 750 hotspots with new 5G models. The process was completed in early 2024.

Collection Services Team Lead Rachel Cruzan and Collection Services Assistant Megan Versluis have been working on a project to make shelving and locating board books easier.

MelCat borrowing and lending continues to keep staff busy. In 2023, KDL patrons borrowed 41,932 items which is a 13% increase from 2022 and KDL loaned 26,171 books to patrons at libraries across the state which is an 8% increase from 2022.

Looking ahead, the Collection Services team is excited about the arrival of a 46-bin sorter which will improve the delivery process at both the Service Center and branches. Installation is set to begin on May 14, with the sorter going live on May 29.



Katie Kudos

April 2024

Anne Dyer Branch Librarian East Grand Rapids

Nominated By: Shaunna Martz

Authentic

“Anna recently took the time to share the wandering stats. This has been helpful in pushing us to adjust and improve our process at EGR. Thanks for your dedication, Anna!”

Nominated By: Angela Deckard

Authentic

“Anna volunteered to help with my bingo program yesterday when my usual partner in crime had a doctor's appointment. It was such a delight having Anna be a part of the program! She brought her usual warmth, kindness, and fun to the event. Everyone had the best time. It would not have been possible without her. Anna, thank you so much for your help! It was so much fun collaborating with you on a program! 😊”

Duncan Watson Service Center MarCom Department

Nominated By: Randy Goble

Helpful

“When a sudden need crops up, Duncan is there with a smile and ready to help. When he and I became aware of the need for a super-quick turnaround of a flier to be used at Library Advocacy Day, he was immediately 100% there to get the project done and delivered. Plus, it was very near the end of Duncan's workday. Thank you, Duncan!”

Nominated By: Jaci Cooper

Helpful

“Thank you for setting us up for Advocacy Day by designing, printing, and delivering a 1-page fact sheet in record time. You guys are awesome!”

Katie Kudos

April 2024 CONT

Michael Golczynski Branch Librarian Cascade Township

Nominated By: Kelsey Hunter

Helpful

“Mike overheard a patron request a book from a specific Dewey Decimal section. Before I could even say, “I’m going to have to look that one up”, he came over and rattled off which books she should look for. Plus, while deciding on which book to choose, he went and found a few others that would also work per their request. I KNOW that the patron and their child went home feeling more than satisfied with their library experience.”

Nominated By: Nanette Zorn

Helpful

“Last week, CAS had two staycations' events per day admis all the patrons we had. This team of people (Sara, Deb, Mike, and Beth) managed to shift our collection to increase usability. Shifting is a necessary job, but it is a hard job. It involves forethought and lots of muscle power. Thank you, Beth, Deb, Mike, and Sara, for somehow making time for this important job admis the crazy joy of STAYCATION week! You all are amazing!”

Nominated By: Taylor LaBash

Authentic

“Mike deserves all the awards! Our social worker is leaving next week. Mike took on the project of Glowforgin’ a farewell pin. Mike got it done in record time. It turned out great! Thank you for always being excited for opportunities to create joy!”

Nominated By: Neil Rajala

Positive

“Mike deserves a special shout out for patron enthusiasm as he had brought it to our morning storytimes. Mike and his guitar are the Pied Piper of Cascade – creating great connections with our patrons and their youngsters. A young girl expressed concern a couple of weeks ago when she came into the branch because she didn’t see Mr. Mike’s car in its usual spot in the parking lot. His young fans are many and loyal.”

Nominated By: Deborah Lily

Courageous

“Kudos to Beth, Deb, Mike, and Sara for undertaking a big book-shifting project in the children’s area. The newly organized sections look great. It will be so much easier for both patrons and staff to locate specific books while still having appealing face outs. Nice work, everyone!”

Katie Kudos

April 2024 CONT

Michael Golczynski Branch Librarian Cascade Township

Continue

Nominated By: Scott Small

Inclusive

“Mike had a program called Super Awesome Storytime. There were at least three patrons who commented on how much they enjoyed the program and how Mike got the children to participate. Thanks, Mike, for being inclusive and appealing to a broad audience. Mike is a great team member at the Cascade Township branch.”

Nominated By: Zurina Zainal Ariffin

Inclusive

“A huge shoutout to Lulu, Leigh, Michael, Edward, Kelsey, and Emily for being the rockstars during the incredible spring break program at the Cascade Township branch! Their energy and dedication made it possible for everyone to have a blast. Thank you for tirelessly ensuring that every moment was filled with fun and enjoyment! You all truly made this spring break unforgettable for all of us.”

Nominated By: Leigh Verburg

Inclusive

“Mike, you are one of the most engaging Youth Librarians I have ever met. You are so passionate and clearly love running storytimes and programs to help people find their space. Even while sick, you slayed at Staycation! The Foam Dart party was an absolute blast. You did a great job including even the little ones that it was necessarily for. Thank you for being so passionate and welcoming to the patrons! You made last week so amazing. I can't thank you enough.”

Upcoming Meetings + Dates of Interest

Upcoming Meetings

Regular Board Meeting
Thursday, June 20, 2024
4:30 PM
KDL Wyoming Branch

Regular Board Meeting
Thursday, July 18, 2024
4:30 PM
KDL Comstock Park Branch

Regular Board Meeting
Thursday, August 15, 2024
4:30 PM
KDL Service + Meeting Center

Dates of Interest

KDL Pension Meeting
August 21, 2024
1:00 PM
KDL Service + Meeting Center

MLA 2024 Conference
October 16-18, 2024
Traverse City, MI

Kent
District
Library
kdl.org



Information
Ideas
Excitement!



MONTHLY PROJECT REPORT

APRIL 2024

1 New project approved

6 In queue

0 Declined

11

Active Approved
Projects

	On Time	10
	Late (At Risk)	0
	Paused	1
	Completed since 01/24	4

Esports - Phase 2

Project Lead: Angela Culp
Status: On Track (NEW)

Approval Date: 04.24.2024
Due Date: 12.16.2024



With Phase 1 nearing completion, Phase 2 has been approved to begin. Leveraging lessons learned from the Esports Lab at the Service Center, an esports lab will be deployed to the Kentwood Branch where the project team will pilot a range of esports and gaming experiences. This project plans to assess the level of community interest in esports and gaming and explore potential community partnerships. Staff training materials will be developed to support the potential growth of esports labs across other branches in the future.

AHA Blood Pressure Monitors

Project Lead: Sara Proano
Status: On Track

Approval Date: 03.11.2024
Due Date: 06.30.2024

Due to Sara Proano's upcoming departure, PMO Admin Kelsey Little has been working closely with Sara Poole, Community Impact Director with the American Heart Association (AHA) to keep the deliverables on track! The AHA has secured purchasing of blood pressure (BP) monitors, various sized cuffs and replacement parts. Educational materials are being developed to address two key areas: public awareness about the risks of high blood pressure and proper techniques for taking blood pressure readings at home. The branch rollout of the BP kits depends on both material completion and kit processing, with a July launch expected.

Automated Materials Handling

Project Lead: Liz Guarino
Status: On Track

Approval Date: 09.13.2023
Due Date: 09.30.2024

The delivery of the sorter remains on schedule for Tuesday, May 14, with expectations for the sorter going live on Thursday, May 30. Preparations for a successful launch are underway. Delivery totes are currently being barcoded to ensure seamless integration with the Tote Check-In Server. Training sessions will be conducted at all branches during the first two weeks of June. Members of the project team, along with assistant branch librarians, are making preparations to lead these trainings.

Esports - Phase 1: Test Lab

Project Lead: Kurt Stevens
Status: On Track

Approval Date: 11.03.2023
Due Date: 04.30.2024

On April 24, the project team presented a comprehensive overview of Phase One to KDL's Leadership Team. This presentation highlighted key insights gleaned from this phase and how they will inform the launch of Phase Two: deploying an esports lab to a branch location. On April 27, four members of the project group attended a tournament for high school students at the KISD (Kent Intermediate School District) complex. This provided networking opportunities and insights into running large-scale esports events.

In-Branch Experience

Project Lead: Laura Youells
Status: On Track

Approval Date: 02.28.2024
Due Date: 12.28.2024

This month the project team reviewed reports from branch visits to all 20 branches. Members of the group also collected information from the Grand Rapids Children's Museum (GRPM) and the Grand Rapids Public Library. The project team took note of the GRPM's success in engaging patrons through meaningful and exciting activities that require minimal staff involvement, a takeaway that KDL can adapt to its own context. Next steps will be to develop a system-wide idea-sharing form to gather and identify ideas to pilot in select branches over the summer.

MarketScale

Project Lead: Josh Mosey
Status: On Track

Approval Date: 09.27.2023
Due Date: 06.30.2024

The project team has identified that MarketScale's services may not be the optimal fit for current video editing needs. To address immediate needs, the team will explore leveraging internal KDL staff resources. A "best practices" guide is also being developed to equip staff with video recording and editing techniques. Efforts are also underway to create a designated recording studio/multipurpose space within the Service Center. A follow-up meeting is scheduled for May to discuss steps for gathering videos and determining editorial time to support the Local Indie collection.

Materials Handling Time Study

● **Project Lead:** Trish Reid
Status: On Track

Approval Date: 03.25.2024
Due Date: 12.06.2024

The project team is pleased to report that the first round of data collection is running smoothly and efficiently. The two-week time study is set for completion on April 26. The data collected in this time study will provide a valuable baseline for comparison when the second time study is conducted in the fall.

Legendary Readers

● **Project Lead:** Monica Walen
Status: On Track

Approval Date: 09.27.2023
Due Date: 07.31.2025

Mission: READ! is now Mission: COMPLETE! following a Communication Bulletin to all staff detailing the shift to the new Legendary Readers program. New registrations for Mission: Read! will close on May 17 and the Legendary Readers program will be relaunched after the summer. The team has tentatively selected the prize for the first year and is now considering if Beanstack should be used for front end or just to have staff log completers.

On the Same Page 2024

● **Project Lead:** Hennie Vaandrager
Status: On Track

Approval Date: 03.22.2023
Due Date: 05.31.2024

Overwhelming feelings of community and joy – this is being felt by the project team and patrons after this undeniably successful event. Close to 1000 people attended the inaugural On the Same Page author event on April 24. In addition, close to 4000 people have viewed a recording that was shared after the event's conclusion. 800 patrons attended supportive programming in the spring, including book clubs and craft programs. At last count, KDL is approaching 10,000 checkouts for physical and ebook copies of Ann Patchett and Kevin Wilson's books. All of these successes come from an engaged and hardworking team and there is already excitement and conversation about On the Same Page 2025.


“Kent District Library – you outdid yourself! Thank you for this concept AND for bringing two authors and friends to our town. It was an unforgettable night, and I am looking forward to next year.”

**“It was awesome!
I laughed!
I cried!
Bravo!”**



“Thank you for organizing the event and making it available to those of us who couldn't get a seat! I wouldn't have wanted to miss it. Outstanding!”


Open Lab AI Exploratory Project

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

Approval Date: 02.28.2024
Due Date: 06.30.2024

The project team embraced experimentation in April, running “Open Labs” on Slack and creating an “AI Explorers” chat to foster an internal AI culture. Bi-weekly “AI Playground” sessions were established to solidify collaboration. A team member created an initial policy and procedure bot that integrates with SharePoint. This experimentation not only demonstrated the ease of bot creation but also underscored the importance of robust permission levels, security measures and ensuring no archived files are present in the source libraries used for training data. Another team member has been experimenting with offline large language models (LLMs) which might be better suited for KDL’s purposes.

Physical Collection Audit

 **Project Lead:** Joshua Bernsetin
Status: Paused

Approval Date: 08.23.2023
Due Date: 09.30.2024

The previously planned weeding/shifting process for the Physical Collection Audit will be paused due to competing priorities. Branches will be notified in August of the revised timeline, which includes completion of the final phase of the project in September.

BUILDING PROJECTS

Cascade Township

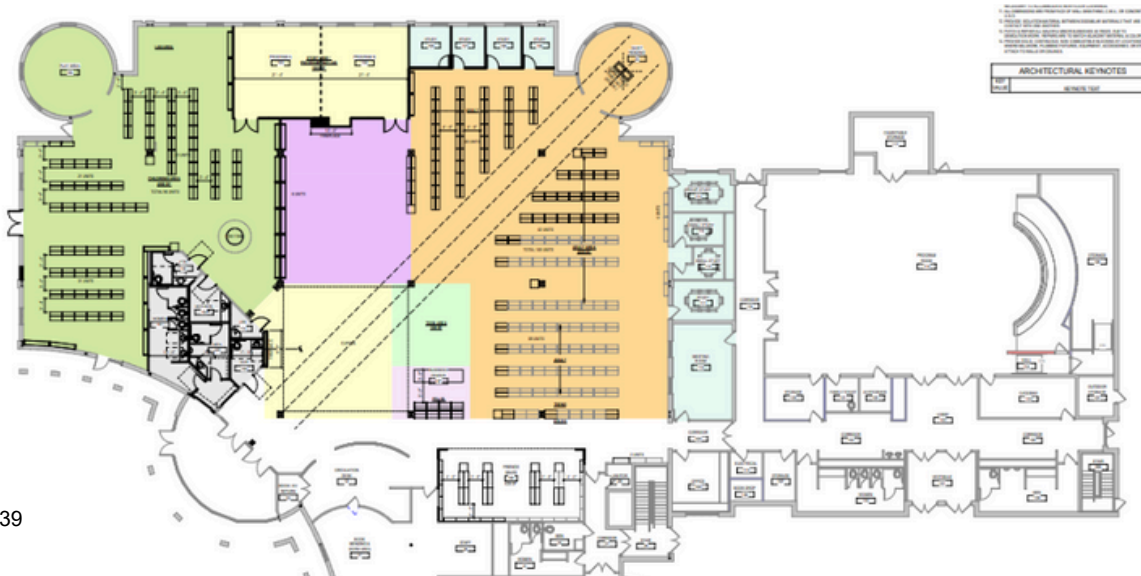
● **Project Lead:** Lulu Brown
Status: N/A

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

The pavilion, now adorned with sturdy brick walls that match the original brick of the library, adds a touch of elegance and durability to the park. It not only enhances the visual appeal but also provides a comfortable shelter for gatherings, library programs and recreational activities. The completion of the masonry work is a significant milestone that brings this project closer to creating a welcoming and enjoyable space for the community. Native plants will arrive in semi-trucks the weeks of May 6 and May 13. Walking tours with the designer will be offered at 8:30 AM the week of May 20. Friendship Park is scheduled to have a grand opening event on June 29 at 11:00 AM.



C2AE has confirmed the zones of the collection for the library refresh. Items addressed in patron-facing areas include the addition of three additional study rooms, a family restroom near the children's area, a single occupancy restroom near the circulation desk, a redesign of the restrooms in the lobby to allow access within the main building, a flexible space within the library that can be used for meetings or programs, an expanded bookstore for the Friends of the Library and fireplaces to lean into the cozy aesthetic of the branch. Aside from these projects, the branch will update the carpet, furniture and wallpaper. In May, the township will bid for a construction manager, which will help determine which projects can be accomplished within the budget and which items may need to become part of ongoing maintenance and future projects.



Krause Memorial (Rockford)



Project Lead: Jennifer German
Status: N/A

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

The Fundraising subcommittee, dedicated to promoting the Krause Memorial Library expansion at community events, has identified three events they will participate in over the spring and summer. The first of these events is “Cinco de Mayo,” which takes place in downtown Rockford on Saturday, May 4. For the fundraiser, the group will be offering the opportunity to “pie” a local teacher or principal. The subcommittee will have a booth with expansion information and expansion-themed merchandise, such as t-shirts, travel mugs and tote bags. Check out the site at to see the items available: <https://krausefriends.creator-spring.com/>

Tyrone Township



Project Lead: Liz Knapp
Status: N/A

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

The environmental review process for the site of the future Tyrone Township library is complete. The township is in the final stages of preparing the specifications of the site preparation project before releasing the project to bid. The site preparation project will involve demolition of the old church building, preparing the land for the project, installing a well and a playground. The township continues to discuss funding options for a new library building after the site preparation. At the last township board meeting, board members discussed signage options for the site to increase awareness of the project and provide information of ways to donate and support the project.

Walker



Project Lead: Craig Buno
Status: N/A

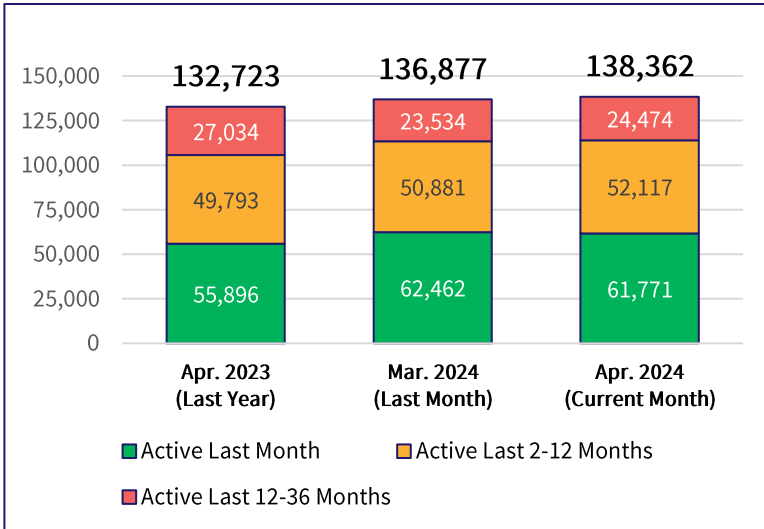
Approval Date: N/A
Due Date: N/A

The new library steering committee met on April 18. The committee discussed updates to the site design and design concepts, as well as the benefits of a geothermal system for the Walker library. The steering committee also discussed potential plans for a temporary library location while the new library is under construction.



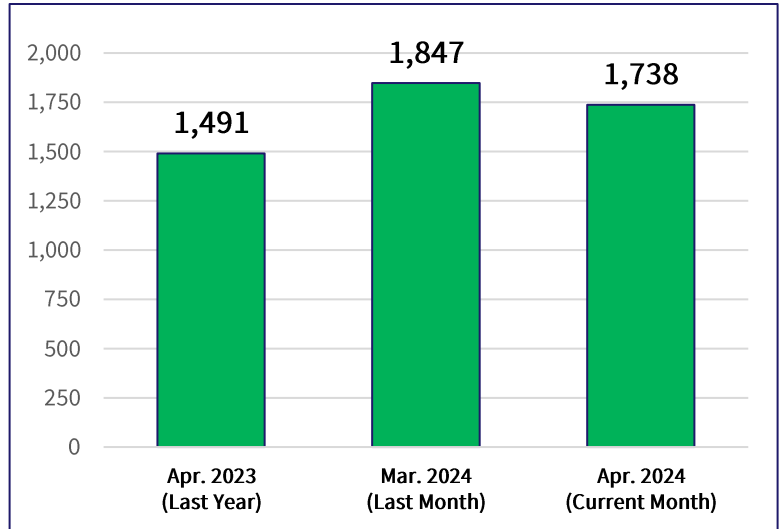
APRIL 2024 STATISTICAL SUMMARY

Active KDL Patrons:



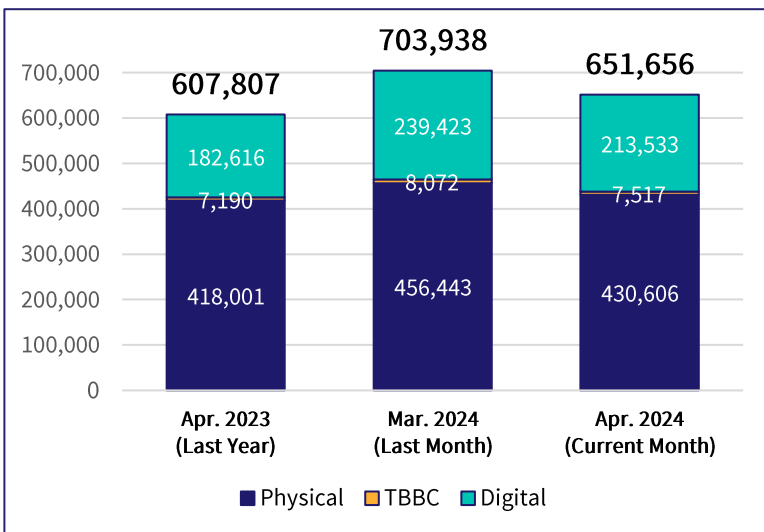
Active KDL Patrons are **up 1%** from last month and **up 4%** from the same month last year.

New KDL Cards Added:



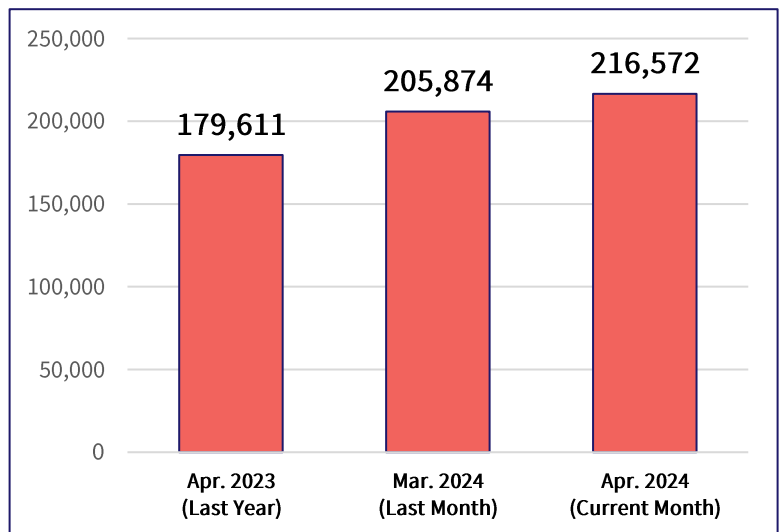
New KDL Cards Added are **down 6%** from last month and **up 17%** from the same month last year.

Total Circulation:

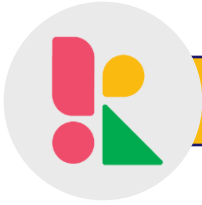


Total Circulation is **down 7%** from last month and **up 7%** from the same month last year.

Visitor Count:

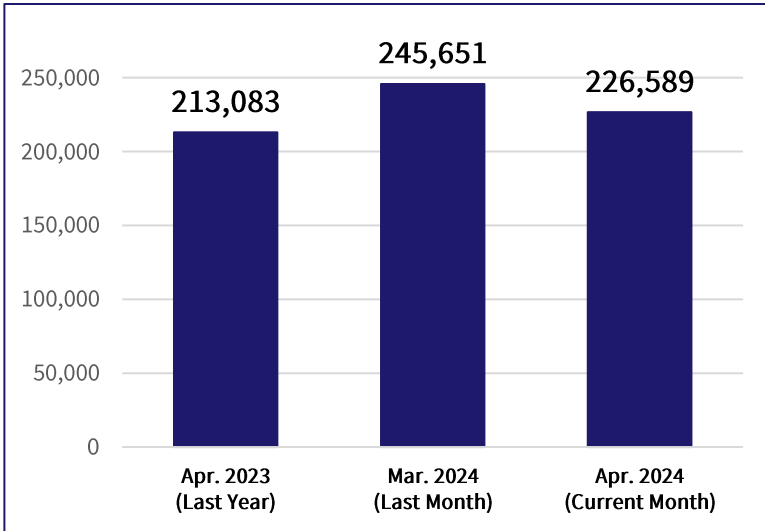


Branch Visitors are **up 5%** from last month and **up 21%** from the same month last year.



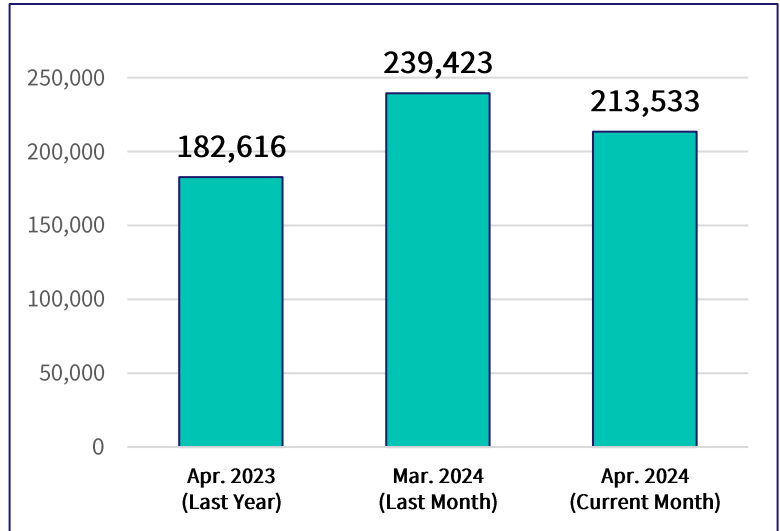
APRIL 2024 STATISTICAL SUMMARY

Physical Items Checked Out:



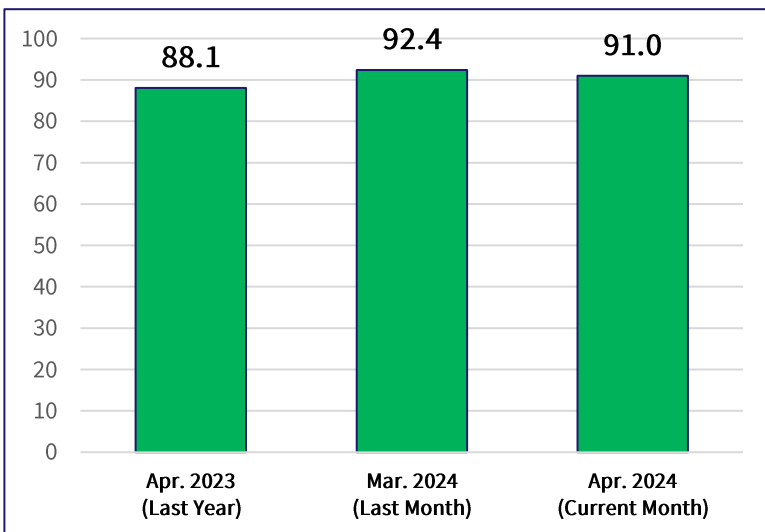
Physical checkouts are **down 8%** from last month and **up 6%** from the same month last year.

Digital Items Checked Out:



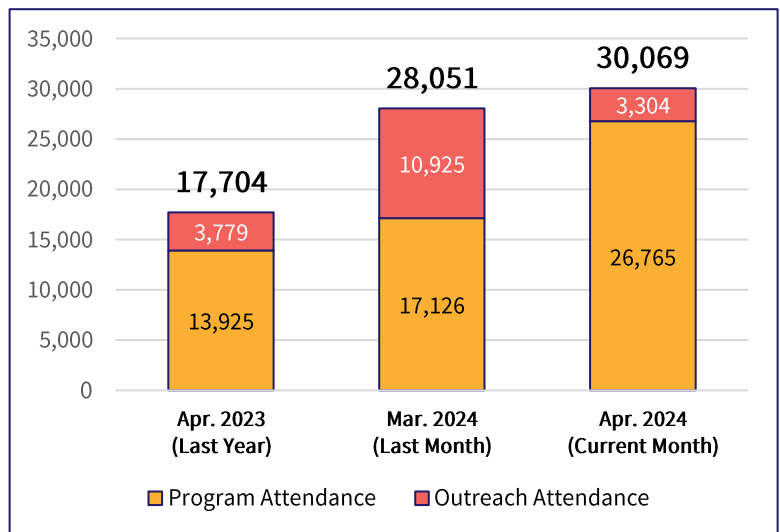
Digital checkouts are **down 11%** from last month and **up 17%** from the same month last year.

Net Promoter Score (NPS):

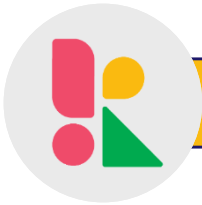


Net Promoter Score is **down 1.4%** from last month and **up 2.9%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **up 7%** from last month and **up 70%** 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	559
2. <i>Tom Lake</i> by Ann Patchett	337
3. <i>The Women</i> by Kristin Hannah	320
4. <i>The Exchange</i> by John Grisham	136
5. <i>Fourth Wing</i> by Rebecca Yarros	128
6. <i>Dog Man: The Scarlet Shedder</i> by Dav Pilkey	126
7. <i>Oppenheimer</i> DVD	122
8. <i>Iron Flame</i> by Rebecca Yarros	105
9. <i>Funny Story</i> by Emily Henry	95
10. <i>Happy Place</i> by Emily Henry	91

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Women</i> by Kristin Hannah	743
2. <i>Funny Story</i> by Emily Henry	407
3. <i>Just for the Summer</i> by Abby Jimenez	227
4. <i>First Lie Wins</i> by Ashley Elston	205
5. KDL WiFi Mobile Hotspot	174
6. <i>A Calamity of Souls</i> by David Baldacci	169
7. <i>The Anxious Generation</i> by Jonathan Haidt	161
8. <i>The Women</i> by Kristin Hannah (Large Print)	159
9. <i>Super Mario Bros. Wonder</i> Video Game	157
10. <i>The Teacher</i> by Freida McFadden	152

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>Iron Flame</i> by Rebecca Yarros (audio)	363
2. <i>The Teacher</i> by Freida McFadden (audio)	318
3. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio)	313
4. <i>Tom Lake</i> by Ann Patchett (audio)	308
5. <i>Fourth Wing</i> by Rebecca Yarros (audio)	302
6. <i>A Court of Mist and Fury</i> by Sarah J. Maas (audio)	258
7. <i>Tom Lake</i> by Ann Patchett	253
8. <i>A Court of Wings and Ruin</i> by Sarah J. Maas (audio)	190
9. <i>The Women</i> by Kristin Hannah (audio)	175
10. <i>All the Light We Cannot See</i> by Anthony Doerr (audio)	164

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Women</i> by Kristin Hannah	1,667
2. <i>The Women</i> by Kristin Hannah (audio)	1,211
3. <i>Funny Story</i> by Emily Henry	1,021
4. <i>Funny Story</i> by Emily Henry (audio)	781
5. <i>Fourth Wing</i> by Rebecca Yarros	739
6. <i>First Lie Wins</i> by Ashley Elston	568
7. <i>The Heaven & Earth Grocery Store</i> by James McBride	545
8. <i>Lessons in Chemistry</i> by Bonnie Garmus	498
9. <i>First Lie Wins</i> by Ashley Elston (audio)	473
10. <i>Just for the Summer</i> by Abby Jimenez	471



STAFF CHANGES & ANNIVERSARIES

May 2024

NEW HIRES	POSITION	EFFECTIVE
Grace Cole	Assistant Branch Librarian – East Grand Rapids	April 29

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Joyanne Huston-Swanson	Bookmobile Operator – Community Engagement	Temporary Regional Manager II In-Training – Walker / Alpine / Tyrone Township	May 6
Kelsey Malone	Assistant Branch Librarian – Wyoming	Branch Librarian – Krause Memorial	May 13

DEPARTURES	POSITION	EFFECTIVE
Courtney Vogelzang	Assistant Branch Librarian – Grandville	April 29
Emma Hendrian	Assistant Branch Librarian – Caledonia	May 3
Steven Schend	Assistant Branch Librarian – Gaines Township	May 9
Deb Den Herder	Assistant Branch Librarian – Cascade	June 7

OPEN POSITIONS	TYPE
Seasonal Library Interns – All Branches + Community Engagement & Patron Services Department	Temporary
Assistant Branch Librarian – Grandville	Part-time
Assistant Branch Librarian – Caledonia	Part-time
Assistant Branch Librarian – Cascade	Part-time
Assistant Branch Librarian – Wyoming	Part-time
Assistant Branch Librarian – Gaines Township	Part-time

EMPLOYEE ANNIVERSARIES (JUNE)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Karen Small	Wyoming / Kelloggsville	38 years
Jocelyn Yost	Grandville	30 years
Connie Wheat	Krause Memorial	24 years
Lynne Eder	Walker	19 years

EMPLOYEE ANNIVERSARIES (JUNE)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Amy Waite	Krause Memorial	16 years
Shannon Vanderhyde	Krause Memorial	13 years
Linda Pyne	Nelson Township	12 years
Adam Flynn	Alto	10 years
Liz Knapp	Walker / Alpine / Tyrone Township	10 years
Paula Wright	Comstock Park	8 years
Catherine Gutowski	Alto	7 years
Leigh Verburg	Cascade	7 years
Brad Baker	Marketing/Communications	6 years
Julie Gillich	Byron Township	6 years
Heather Blake	Grandville	5 years
Alyssa Coe	Plainfield	5 years
Tabitha Shaub-Carter	Wyoming	5 years
Sarah Johnston	Patron Services	4 years
Rebecca Avella	Walker	3 years
Brandy Boyington	Sub Pool	3 years
Sandy Feutz	Plainfield	3 years
Rachel Minor	Wyoming	3 years
Mary DeBoode	Krause Memorial	2 years
Ben Eastman	Collection Services	2 years
Sarah Foster	Collection Services	2 years
Joshua Garvelink	Grandville	2 years
Kiosha Jeltema	Kentwood	2 years
April Koehler	Caledonia	2 years
Caleb Perkins	Tyrone Township	2 years
Anne Schroeder	Sub Pool	2 years
Tess Carne	Walker	1 year
Lynne Haley	Walker	1 year
Katherine Muszkiewicz	Gaines Township	1 year
Bernice Oliver	Kentwood	1 year
Starla Webster	Krause Memorial	1 year



BOARD OF TRUSTEES ATTENDANCE - 2024

	TRACY CHRENKA	PETER DYKHUIS	ANDREW ERLEWEIN	SHERRI GILREATH WATTS	NICOLE LINTEMUTH	CARLA MOYER HOTZ	CHRISTINA TAZELAAR	PENNY WELLER
January 18, 2024	X	X	X	X	X	X	X	X
February 15, 2024	X	X	X	X			X	X
March 21, 2024	X	X	X	X		X	X	X
April 18, 2024	X	X	X		X	X	X	X
May 2, 2024 (Special Meeting)	X	X	X	X	X	X	X	X
May 16, 2024								
June 20, 2024								
July 18, 2024								
August 15, 2024								
September 19, 2024								
October 17, 2024								
November 21, 2024								
December 19, 2024								

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE



May 2024 EDITS

SECTION 2: CIRCULATION

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

KDL Policy 2.7

Beyond Books Collection

LAST REVISED 7.15.21

To borrow a Beyond Books item, the borrower must:

- be 18 years of age or older
- present a valid picture ID
- be a KDL cardholder in good standing

Kent District Library (KDL) reserves the right to refuse service to anyone who damages equipment or exhibits a pattern of returning equipment late, beyond reasonable exception.

By borrowing any Beyond Books items from Kent District Library, the borrower agrees to be bound by the terms as identified below:

- I understand that I am financially responsible for the Beyond Books item(s) and accessories borrowed and for the safe and timely return of the item(s) and accessories.
- If the item(s) and/or any of its accessories are damaged, lost or stolen, I understand that I am responsible for all applicable charges to replace the item(s) and agree to pay all costs associated with lost or damaged item(s) that were borrowed on my KDL account. By borrowing any Beyond Books item(s), I agree that I have read, understand, and agree to the Conditions of Use listed below.
- I agree to use all Beyond Book item(s) at my own risk and that KDL is not responsible for any damages resulting from my use of Beyond Books item(s).
- I agree to return all Beyond Books item(s) by the time and due date listed on all digital or printed receipts. I understand that item(s) not returned by the billing date may be assumed stolen and the authorities could be contacted. I will be financially responsible for replacement costs for the borrowed item(s). I consent to KDL's release of any information or library records to the authorities or third parties who might assist in the recovery of borrowed Beyond Books item(s) or prosecution for item(s) not returned.

CONDITIONS OF USE

KDL Beyond Books item(s) are for use by authorized borrowers of Kent District Library who have no outstanding library obligations.

With the KDL Go Pro Camera, authorized borrowers must provide their own Micro SD card and remove it before returning the item to the library. KDL is not responsible for lost or stolen Micro SD cards.

Hotspots may only be used in the continental US. In other words, they cannot be used in Alaska, Hawaii, Canada or Mexico. **Any Charges accrued for using a mobile Hotspot outside of the continental US will be the patron's responsibility.**

OVERDUE HOTSPOTS

At ten days overdue, the KDL Hotspot will be deactivated and the borrower will be charged for the replacement cost.

REPLACEMENT/DAMAGE COSTS

If the Beyond Books item and/or accessories are lost, stolen or damaged, the borrower will be held responsible by KDL for all applicable costs as determined by the Library's cost paid at original time of purchase. More information may be obtained by asking a staff member or by calling KDL at 616-784-2007.