

# BOARD OF TRUSTEES MEETING

Kent  
District  
Library



**JUNE 2024**





# BOARD OF TRUSTEES

## Meeting Agenda

### LOCATION

Kent District Library Wyoming Branch, 3350 Michael SW, Wyoming, MI

### DATE & TIME

Thursday, June 20, 2024, at 4:30 PM.

#### 1. CALL TO ORDER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

- A. Approval of Agenda
- B. Approval of Minutes: May 16, 2024
- C. Request: Kelloggsville Branch request closure on July 1,2, and 3, 2024 due to District Wide Closure.
- D. Request: Cascade Township Branch request closure on Thursday, August 15 and Friday, 16, 2024, to accommodate parking lot repaving.
- E. Request: Caledonia Township Branch request closure on Saturday, September 28, 2024, to accommodate Caledonia Township Harvest festival.

#### 4. REGIONAL MANAGER UPDATE – KELLOGGSVILLE + WYOMING

#### 5. FINANCE REPORTS – May 2024\*

#### 6. DIRECTOR’S REPORT – May 2024

#### 7. NEW BUSINESS

- A. Policy Manual: Section 3 - Facilities and Operations\*

#### 8. LIAISON REPRESENTATIVE COMMENTS

#### 9. PUBLIC COMMENTS\*\*

#### 10. BOARD MEMBERS COMMENTS

#### 11. MEETING DATES

Next Regular Meeting: Thursday, July 18, 2024 –Kent District Library Comstock Park Branch, 4:30 PM

#### 12. CLOSED MEETING\*

*Roll Call Vote*

#### 13. 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.”



# BOARD OF TRUSTEES

## Meeting Minutes

### LOCATION

Kent District Library Grandville Branch, 4055 Maple Street SW, Grandville, MI  
Thursday, May 16, 2024, at 4:30 PM

**BOARD PRESENT:** Tracy Chrenka, Peter Dykhuis, Andrew Erlewein (arrived at 4:47 PM), Sheri Gilreath Watts, Nicole Lintemuth, Carla Moyer Hotz (arrived at 4:36 PM), Christina Tazelaar and Penny Weller

**BOARD ABSENT:** None

**STAFF PRESENT:** Josh Bernstein, Jaci Cooper, Eric DeHaan, Jennifer DeVault, Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers and Lance Werner

**GUESTS PRESENT:** Jan Schuiling

### 1. CALL TO ORDER

Vice Chair Gilreath-Watts called the meeting to order at 4:30 PM.

### 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.

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

**Support:** Supported by Ms. Weller.

**RESULT:** Motion carried.

### 4. REGIONAL MANAGER UPDATE – Regional Manager I Josh Bernstein welcomed everyone to the Grandville Branch.

- The first library in Grandville opened in 1952 in the old pumping station. The current building opened in 1992 (32 years ago) and was newly expanded and renovated, finishing in the fall of 2021.

- Since then, the branch has gotten busier and busier. Last year, there were almost 195,000 visitors and this year, it is on pace to beat that by 20-30K. KDL programs were proud to have over 20,000 program attendees last year. Adult programming in general has seen large increases (Awesome Adults, Silver Screen, AARP).
- This large program number is due in part to added Storytimes, also huge turnouts for all the special programs that are offered. On May 17, there were 100 attendees for an AARP presentation on AI.
- The Grandville Branch is very appreciative of the Friends of Grandville Library who have been active and supporting the library since 1993. These Friends run the book nook, host book sales, support programs, provide furniture and decor and much more, and advocate for the library in the community.
- KDL Grandville Branch worked with the Downtown Development Authority to install an outdoor music garden just outside the Grandville Branch; the ribbon cutting will be on June 6 at 5:00 PM.

The Board members asked questions. The staff responded.

## **5. FINANCE REPORTS – April 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 April was \$26.3M. On the Cash Position summary page, the restricted donations that have been received for the Caledonia and Kentwood branches are invested and earning nicely.
- Revenues collected through April were \$26M or over 91% of the annual revenue budget. Major revenue items still to be received include:
  - The payoff of delinquent real property taxes from the County Treasurer - estimated at \$530K+ - in early June.
  - Penal Fines from the County Treasurer - budgeted \$630K - received in September.
  - Remaining State Aid - \$300K still to come in July and September.
  - Annual Personal Property holds harmless payment from the State of Michigan - budgeted at \$520K - to be received in October.
- Expenditures through April were \$10.7M or 35% of the annual expenditure budget. Budget areas are tracking well with the plan of expenditure. A first amendment will be made in the next couple of months to make any adjustments that may be necessary to keep KDL in step with the State Budgeting Act.
- Disbursements over \$50,000 for the month include:
  - OverDrive, Inc. for \$300,000.00 for electronic materials deposit.
  - Midwest Tape for \$191,101.30 for collection materials.
  - Bibliotheca for \$152,307.90 for annual payment for our self-checkout machines and related maintenance agreements plus a 3-year library connect subscription.
  - Ingram Library Services for \$79,796.31 for collection materials.



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

**Support:** Supported by Ms. Gilreath Watts.

**RESULT:** Motion carried.

## **6. DIRECTOR'S REPORT – April 2024**

Executive Director Werner highlighted the following items:

- Executive Director Werner is deeply saddened with the passing of KDL coworker Amanda Johnston. He mentioned that several staff members were given time to grieve.
- The Book Sorter is being installed at the KDL Service and Meeting Center.
- Executive Director Werner attended the “Believe the Child” Luncheon with fellow KDL Members, and he was appreciative of their support for the cause.
- “On the Same Page” was an enormous success and he is looking forward for the event to continue throughout the years.
- He is meeting with legislators to discuss AI efforts regarding the Digital Equity Act.

The Board members asked questions. The staff responded.

## **7. NEW BUSINESS**

### **A. Policy Manual: Section 2.7 Beyond Books Collection\***

**Motion:** Mr. Dykhuis moved to approve Policy Manual: Section 2.7 Beyond Books Collection as presented.

**Support:** Supported by Ms. Lintemuth.

**RESULT:** Motion carried.

## **8. LIAISON REPRESENTATIVE COMMENTS – None**

## **9. PUBLIC COMMENTS\*\* – Jan Schuiling shared her appreciation for KDL and the Friends of the Library.**

## **10. MEETING DATES**

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

## **11. BOARD COMMENTS**

Ms. Chrenka – No comments

Ms. Lintemuth – Lowell Pride Festival starts Saturday, June 1, 2024. The day will be filled with fun performances, talented vendors, and tasty food. KDL Lowell Branch is a place for visitors to cool off on a sizzling summer day.

Mr. Dykhuis – He cherishes nostalgic memories of the library, and he is pleased to have such a great relationship with KDL Branches but has a special place for the KDL Grandville Branch.

Ms. Gilreath-Watts – On the Same Page was a magnificent event and well attended, she loved that it was at Calvin University. She thanked everyone for their encouragement on getting her Doctorate degree.

Chair Erlewein – No comment.

Ms. Moyer Hotz – She appreciated that On the Same Page collaborated with her place of business (Calvin University). She was deeply saddened by the death of Amanda Johnston. She encourages everyone to see the developments of the KDL Cascade Branch.

Ms. Tazelaar – Great work on the Same Page and she has been exploring all branches within KDL. She is excited to see the Esports Kickoff.

Ms. Weller – The KDL Board Retreat will be on Friday, August 2 at the KDL Grandville Branch from 9:00 AM - 3:00 PM. She welcomes feedback on presenters and agenda items.

## **12. ADJOURNMENT**

**Motion:** Ms. Weller moved for adjournment at 6:19 PM.

**Support:** Supported by Ms. Lintemuth.

**RESULT:** Motion carried.

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

**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**



June 5, 2024

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

Dear KDL Board Members,

The Kelloggsville School District has asked that Kent District Library close the Kelloggsville Branch July 1-3 due to a district wide shut down on those three days. There will be no building maintenance, administrative, or tech support offered from the district on those days, as every employee in the district will be on vacation during that time per District Superintendent's instructions. There are no scheduled summer programs taking place during this time period at the Kelloggsville Branch and patron visits tend to be low the week of July 4<sup>th</sup> every year.

Sincerely,

Anjie Gleisner  
Regional Manager 1  
Wyoming and Kelloggsville Branches



Monday, June 3<sup>rd</sup> 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 today to request a branch closure for the Cascade Township Branch on Thursday, August 15<sup>th</sup>, 2024 and Friday, August 16<sup>th</sup>, 2024. This closure is requested to accommodate the parking lot repaving over the course of two days.

Cascade township staff have requested our closure to accommodate the project timeline and to maintain safety in the parking area. Thank you for your consideration.

Sincerely,

Lulu Brown  
Regional Manager I  
Caledonia Township and Cascade Branches

CC: Lance Werner, KDL Executive Director



Monday, June 3<sup>rd</sup> 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 today to request a branch closure for the Caledonia Township Branch on Saturday, September 28<sup>th</sup> 2024. This closure is requested to accommodate the Caledonia Township Harvest festival being held that day, which involves closing the road to the branch. The library staff will be participating in this festival by providing activities.

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

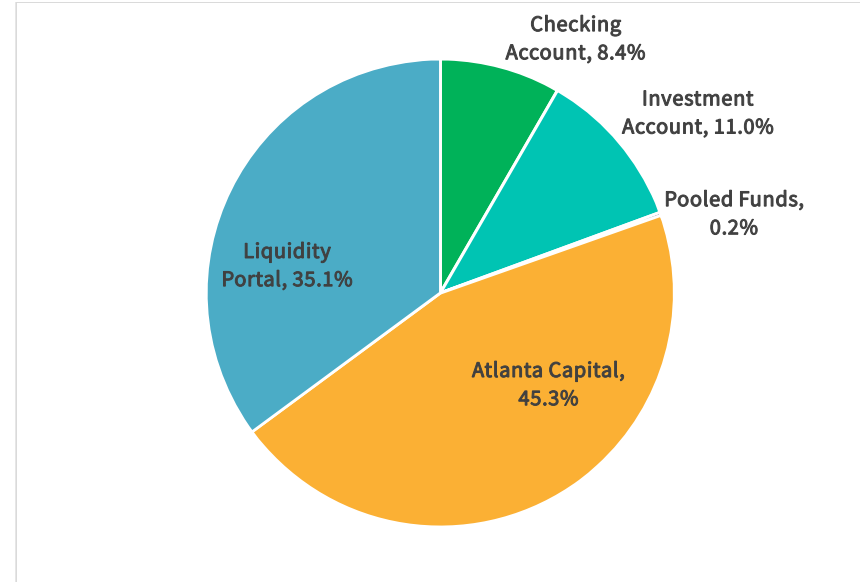
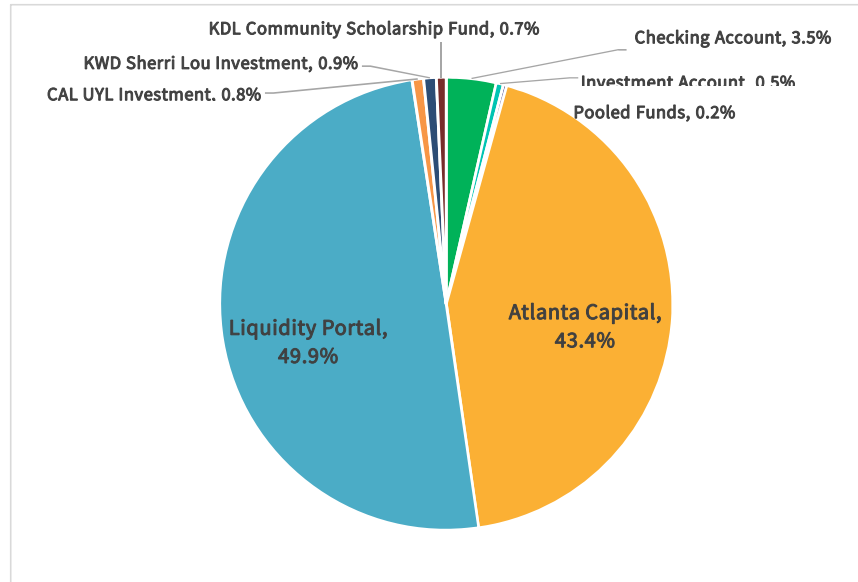
Sincerely,

Lulu Brown  
Regional Manager I  
Caledonia Township and Cascade Branches

CC: Lance Werner, KDL Executive Director



## Monthly Cash Position Per Bank Month Ended May 2024



2024		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$883,992.95
Huntington Investment Account	3.289%	\$131,569.97
*Kent County Pooled Funds	4.025%	\$58,814.60
Atlanta Capital Investments	2.700%	\$10,832,277.00
Huntington Liquidity Portal	5.220%	\$12,442,292.65
Caledonia UYL Investment	5.210%	\$207,226.49
KWD Sherri Lou Investment	5.210%	\$221,727.68
KDL Community Scholarship Fund	5.220%	\$176,726.92
		<u>\$24,954,628.26</u>

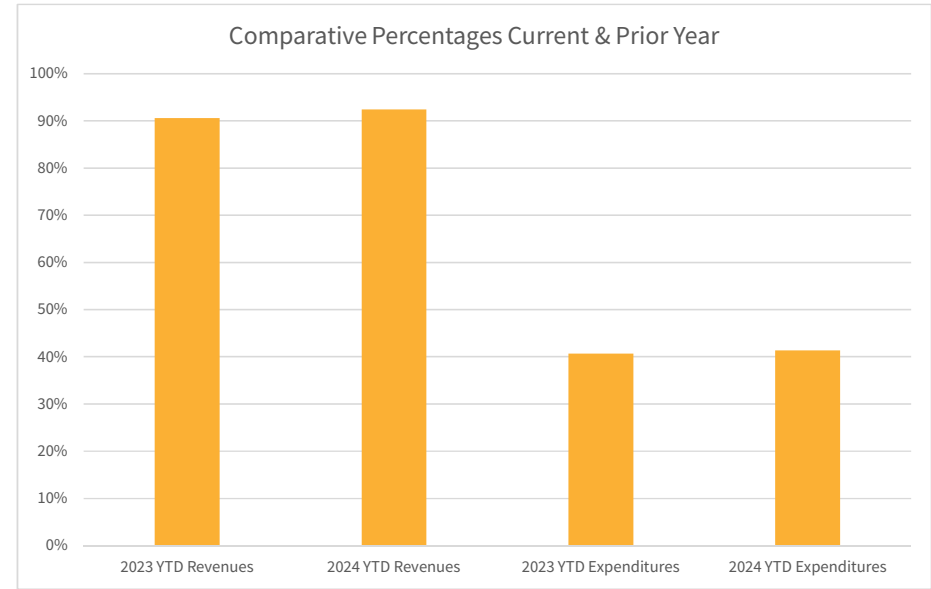
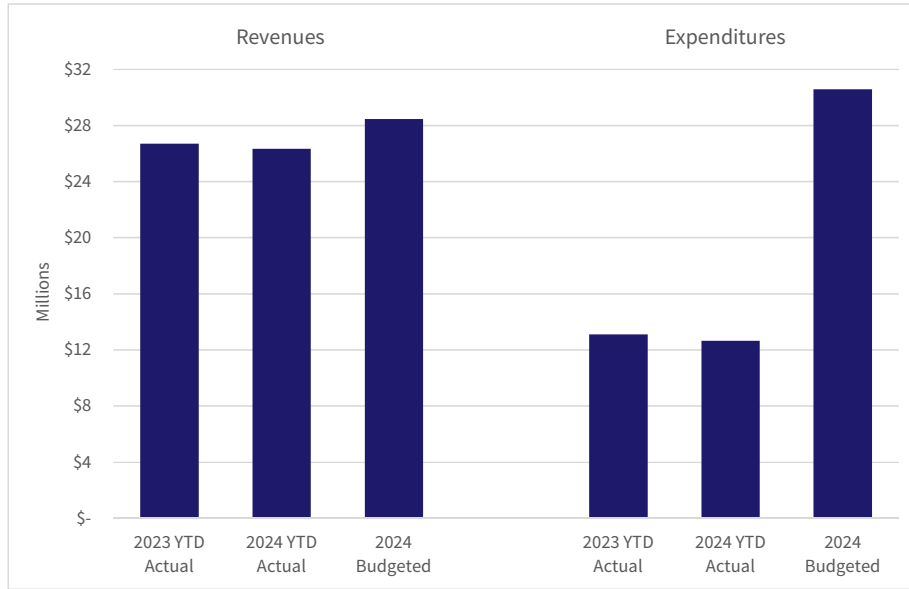
2023		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$2,165,983.79
Huntington Investment Account	1.004%	\$2,865,576.83
*Kent County Pooled Funds	2.602%	\$56,801.08
Atlanta Capital Investments		\$11,740,352.00
Huntington Liquidity Portal		\$9,109,987.61
		<u>\$25,938,701.31</u>

\* Includes Trust Pooled fund balances

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



## Monthly Revenues and Expenditures Month Ended May 2024



Budget to Actual with Prior Year Comparison		
<b>Revenues</b>		
2023 YTD Actual	\$	26,714,498
2024 YTD Actual	\$	26,343,621
2024 Budgeted	\$	28,484,689
<b>Expenditures</b>		
2023 YTD Actual	\$	13,124,118
2024 YTD Actual	\$	12,659,056
2024 Budgeted	\$	30,595,677

Comparative Percentages Current & Prior Year	
Account	Amount
2023 YTD Revenues	90.6%
2024 YTD Revenues	92.5%
2023 YTD Expenditures	40.7%
2024 YTD Expenditures	41.4%

Kent District Library  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2024 Through 5/31/2024  
(In Whole Numbers)

	2024 YTD Actual	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	24,982,061	25,595,017	(612,956)	(2)%
Penal Fines	0	630,000	(630,000)	(100)%
Charges for Services	89,237	38,000	51,237	135 %
Interest Income	295,790	400,000	(104,210)	(26)%
Public Donations	455,930	400,000	55,930	14 %
Other Revenue	278,943	353,000	(74,057)	(21)%
State Sources	241,661	1,068,672	(827,012)	(77)%
Total Revenues	26,343,621	28,484,689	(2,141,068)	(8)%
Expenditures				
Salaries and Wages	5,426,842	14,450,238	9,023,396	62 %
Employee Benefits	1,486,520	4,024,338	2,537,817	63 %
Collections - Digital	1,594,556	2,936,317	1,341,761	46 %
Collections - Physical	771,399	2,054,176	1,282,777	62 %
Supplies	254,262	724,835	470,573	65 %
Contractual and Professional Services	1,209,763	2,181,095	971,332	45 %
Programming and Outreach	180,494	497,015	316,521	64 %
Maintenance and Utilities	1,027,090	2,441,763	1,414,673	58 %
Staff Development	99,006	302,640	203,634	67 %
Board Development	12,526	15,000	2,474	16 %
Other Expenditures	276,297	399,632	123,335	31 %
Capital Outlay	320,300	568,628	248,328	44 %
Total Expenditures	12,659,056	30,595,677	17,936,621	59 %
Excess Revenue Over (Under) Expenditures	13,684,565	(2,110,988)	15,795,553	(748)%



Kent District Library  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 5/1/2024 Through 5/31/2024  
(In Whole Numbers)

	2024 YTD Actual	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	453	0	453	0 %
Public Donations	176,419	0	176,419	0 %
Total Revenues	176,873	0	176,873	0 %
Excess Revenue Over (Under)	176,873	0	176,873	0 %
Expenditures				

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2024 Through 5/31/2024  
(In Whole Numbers)

	YTD Ending May 31, 2024	YTD Ending May 31, 2023	Total Variance
Revenues			
Property Taxes	24,982,061	25,782,335	(800,274)
Charges for Services	89,237	14,950	74,287
Interest Income	295,790	335,969	(40,179)
Public Donations	455,930	123,379	332,551
Other Revenue	278,943	216,205	62,738
State Sources	241,661	241,661	0
Total Revenues	26,343,621	26,714,498	(370,877)
Expenditures			
Salaries and Wages	5,426,842	5,278,119	148,723
Employee Benefits	1,486,520	1,740,839	(254,319)
Collections - Digital	1,594,556	1,430,367	164,189
Collections - Physical	771,399	791,416	(20,017)
Supplies	254,262	287,727	(33,464)
Contractual and Professional Services	1,209,763	1,208,014	1,749
Programming and Outreach	180,494	93,835	86,660
Maintenance and Utilities	1,027,090	1,298,835	(271,745)
Staff Development	99,006	113,471	(14,465)
Board Development	12,526	10,478	2,049
Other Expenditures	276,297	282,766	(6,469)
Capital Outlay	320,300	588,964	(268,664)
Total Expenditures	12,659,056	13,124,830	(465,774)
Excess Revenue Over (Under) Expenditures	13,684,565	13,589,668	94,897

**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 5/1/2024 Through 5/31/2024  
(In Whole Numbers)

	YTD Ending May 31, 2024	YTD Ending May 31, 2023	Total Variance
Revenues			
Interest Income	453	0	453
Public Donations	176,419	0	176,419
Total Revenues	176,873	0	176,873
Excess Revenue Over (Under) Expenditures	176,873	0	176,873

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2024 Through 5/31/2024  
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
<b>Revenues</b>					
Property Taxes					
4402 Current property taxes	5,790	24,807,502	25,339,532	(532,030)	(2)%
4412 Delinquent personal property taxes	263	2,705	10,000	(7,295)	(73)%
4432 DNR - PILT	0	26,844	30,000	(3,156)	(11)%
4437 Industrial facilities taxes	0	145,009	215,485	(70,476)	(33)%
Total Property Taxes	6,053	24,982,061	25,595,017	(612,956)	(2)%
Penal Fines					
4581 Penal fines	0	0	630,000	(630,000)	(100)%
Total Penal Fines	0	0	630,000	(630,000)	(100)%
Charges for Services					
4660 Other Patron Fees	23,710	72,468	0	72,468	0 %
4685 Materials replacement charges	3,085	16,769	38,000	(21,231)	(56)%
Total Charges for Services	26,795	89,237	38,000	51,237	135 %
Interest Income					
4662 Interest Earned on Uyl Investment	914	4,443	0	4,443	0 %
4663 Interest Earned on Investment	976	1,572	0	1,572	0 %
4664 Interest Earned on Restricted Investments	199	755	0	755	0 %
4665 Interest earned on deposits and investments	111,865	287,558	400,000	(112,442)	(28)%
4666 Interest Earned - Property Taxes	146	1,461	0	1,461	0 %
Total Interest Income	114,100	295,790	400,000	(104,210)	(26)%
Public Donations					
4673 Restricted donations	(17,377)	448,801	400,000	48,801	12 %
4674 Unrestricted donations	2,803	7,129	0	7,129	0 %
Total Public Donations	(14,573)	455,930	400,000	55,930	14 %
Other Revenue					
4502 Universal Service Fund - eRate	169,177	169,177	350,000	(180,823)	(52)%
4651 Admission/Entry fees	0	458	0	458	0 %
4668 Royalties	356	1,808	0	1,808	0 %
4686 Sale of Equipment	768	2,182	0	2,182	0 %
4688 Miscellaneous	0	628	3,000	(2,372)	(79)%
4695 Health Insurance Plan Experience Rebate	51,008	104,690	0	104,690	0 %
Total Other Revenue	221,309	278,943	353,000	(74,057)	(21)%
State Sources					
4540 State Aid	0	221,125	431,600	(210,476)	(49)%
4541 State aid - LBPH/TBBC	0	20,536	41,072	(20,536)	(50)%
4548 Renaissance Zone reimbursement	0	0	76,000	(76,000)	(100)%
4549 Personal Property tax reimbursement	0	0	520,000	(520,000)	(100)%
Total State Sources	0	241,661	1,068,672	(827,012)	(77)%
Total Revenues	353,683	26,343,621	28,484,689	(2,141,068)	(8)%
<b>Expenditures</b>					
Salaries and Wages					
5700 Board Stipend	480	1,320	3,900	2,580	66 %
5706 Extra duty stipends	750	1,800	0	(1,800)	0 %
5713 Salary & Wages	1,035,352	5,423,722	14,446,338	9,022,616	62 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2024 Through 5/31/2024  
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Total Salaries and Wages	1,036,582	5,426,842	14,450,238	9,023,396	62 %
Employee Benefits					
5709 FICA	75,769	398,803	1,105,145	706,342	64 %
5717 Defined Contribution Pension Plan Contributions	48,113	250,685	507,693	257,008	51 %
5718 Employee Health Benefits	91,051	428,744	1,928,700	1,499,956	78 %
5720 HSA/Flex	0	367,000	392,000	25,000	6 %
5730 Other Employee Benefits	2,904	41,288	90,800	49,512	55 %
Total Employee Benefits	217,838	1,486,520	4,024,338	2,537,817	63 %
Collections - Digital					
5785 Cloud Library/OverDrive	0	907,250	1,943,500	1,036,250	53 %
5786 Hoopla	0	349,500	605,000	255,500	42 %
5787 Digital Collection	6,726	136,075	151,657	15,582	10 %
5788 Miscellaneous Electronic Access	0	201,731	236,160	34,429	15 %
Total Collections - Digital	6,726	1,594,556	2,936,317	1,341,761	46 %
Collections - Physical					
5791 Subscriptions	28	69,587	81,540	11,953	15 %
5815 KDL Cruisers	1,833	1,833	10,100	8,267	82 %
5871 Branch Local Materials - Restricted Donation Expenditures	77	2,946	0	(2,946)	0 %
5982 Collection Materials - Depreciable	137,834	561,359	1,538,474	977,115	64 %
5983 CD/DVD Collection Materials - Non-Depreciable	30,471	126,443	384,062	257,619	67 %
5984 Beyond Books Collection - Non-Depreciable	5,970	9,230	40,000	30,770	77 %
Total Collections - Physical	176,213	771,399	2,054,176	1,282,777	62 %
Supplies					
5750 Collection Processing & AV Supplies	12,090	44,950	113,690	68,740	60 %
5751 Supplies	7,610	41,846	150,815	108,969	72 %
5760 Technology & Accessories <\$1000	751	4,585	59,040	54,455	92 %
5764 KDL Staff Event, Supplies & Awards	666	3,367	31,950	28,583	89 %
5768 Promotions Supplies	13,295	13,604	30,835	17,231	56 %
5770 Other Awards/Prizes	55,012	68,429	215,325	146,896	68 %
5790 Books (not for circulation)	18,576	18,576	30,485	11,909	39 %
5851 Mail/Postage	11,464	13,397	7,695	(5,702)	(74)%
5900 Copier/Printer Usage Charges	14,593	45,508	85,000	39,492	46 %
Total Supplies	134,056	254,262	724,835	470,573	65 %
Contractual and Professional Services					
5792 Software	13,456	345,699	635,265	289,566	46 %
5801 Professional & Other Contracted Services	46,749	326,325	576,990	250,665	43 %
5813 Delivery Services	8,925	58,541	161,717	103,176	64 %
5814 Security Services	1,698	6,114	28,000	21,886	78 %
5817 Lakeland Library Co-op services	0	3,253	6,505	3,252	50 %
5827 Catering	79	3,340	29,850	26,510	89 %
5873 Website	0	167,528	158,700	(8,828)	(6)%
5875 Advertising	15,311	52,951	113,250	60,299	53 %
5890 ILS Fees	0	116,517	159,771	43,254	27 %
5891 Licenses and Fees	13,593	75,173	189,047	113,874	60 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2024 Through 5/31/2024  
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
5901 Outsourced Printing & Publishing	20,617	54,322	122,000	67,678	55 %
Total Contractual and Professional Services	120,428	1,209,763	2,181,095	971,332	45 %
Programming and Outreach					
5795 Programming & Outreach Supplies	23,960	48,243	199,850	151,607	76 %
5885 Speakers/Performers	22,638	116,226	277,150	160,924	58 %
5906 Community Outreach	5,851	16,025	20,015	3,990	20 %
Total Programming and Outreach	52,449	180,494	497,015	316,521	64 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	39,587	219,648	600,000	380,352	63 %
5822 Maintenance Contracts	0	5,182	53,199	48,017	90 %
5848 Mobile Hotspots	64,412	168,317	398,844	230,527	58 %
5849 Cell Phones/ Stipends	2,814	10,866	25,395	14,529	57 %
5850 Telephones	2,639	19,645	42,000	22,355	53 %
5852 Internet/Telecomm Services	4,066	55,290	150,460	95,170	63 %
5919 Waste Disposal	501	2,536	8,200	5,664	69 %
5920 Utilities	7,164	19,124	90,000	70,876	79 %
5925 Lawncare & Snowplowing	639	11,840	43,000	31,160	72 %
5928 Branch Maintenance Fees	0	283,051	564,786	281,735	50 %
5930 Repairs & Maintenance	1,811	20,484	94,870	74,386	78 %
5933 Software & IT Hardware Maintenance Agreements	0	83,325	138,000	54,675	40 %
5940 Rentals & Leases	25,961	127,781	233,009	105,228	45 %
Total Maintenance and Utilities	149,594	1,027,090	2,441,763	1,414,673	58 %
Staff Development					
5910 Staff Development & Conferences	29,475	99,006	302,640	203,634	67 %
Total Staff Development	29,475	99,006	302,640	203,634	67 %
Board Development					
5908 Board Development	2,765	12,526	15,000	2,474	16 %
Total Board Development	2,765	12,526	15,000	2,474	16 %
Other Expenditures					
5759 Gas, Oil, Grease	651	1,887	8,160	6,273	77 %
5860 Parking	149	438	2,765	2,327	84 %
5861 Mileage Reimbursement	3,591	18,588	58,950	40,362	68 %
5870 Branch Local Misc - Restricted Donation Expenditures	44,865	74,909	93,800	18,891	20 %
5907 Sponsorships/Donations	372	2,122	10,675	8,553	80 %
5935 Insurance	0	118,904	114,482	(4,422)	(4)%
5939 Workers Compensation Insurance	0	25,339	41,000	15,661	38 %
5955 Miscellaneous	243	1,484	36,100	34,616	96 %
5959 Sales Taxes	(64)	(68)	100	168	168 %
5964 Property Tax Reimbursement	4,634	31,822	30,000	(1,822)	(6)%
5965 MEL Return Items	55	872	3,600	2,728	76 %
Total Other Expenditures	54,496	276,297	399,632	123,335	31 %
Capital Outlay					
5977 Technology - Non-Depreciable (\$1000-4999)	0	41,019	72,450	31,431	43 %
5978 Technology - Depreciable (5,000+)	2,463	247,982	476,178	228,196	48 %

**Kent District Library**  
Statement of Revenues and Expenditures  
101 - General Fund  
From 5/1/2024 Through 5/31/2024  
(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>
5979	Equipment/Furniture - Non-Depreciable (\$0-4999)	(31,298)	0	20,000	20,000	100 %
5980	Equipment/Furniture - Depreciable (\$5000+)	31,298	31,298	0	(31,298)	0 %
	Total Capital Outlay	<u>2,463</u>	<u>320,300</u>	<u>568,628</u>	<u>248,328</u>	<u>44 %</u>
	Total Expenditures	<u>1,983,084</u>	<u>12,659,056</u>	<u>30,595,677</u>	<u>17,936,621</u>	<u>59 %</u>
	Excess Revenue Over (Under) Expenditures	<u>(1,629,401)</u>	<u>13,684,565</u>	<u>(2,110,988)</u>	<u>15,795,553</u>	<u>(748)%</u>

**Kent District Library**  
Statement of Revenues and Expenditures  
157 - Scholarship Fund  
From 5/1/2024 Through 5/31/2024  
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues					
Interest Income					
4663 Interest Earned on Investment	453	453	0	453	0 %
Total Interest Income	453	453	0	453	0 %
Public Donations					
4673 Restricted donations	146	176,419	0	176,419	0 %
Total Public Donations	146	176,419	0	176,419	0 %
Total Revenues	599	176,873	0	176,873	0 %
Excess Revenue Over (Under) Expenditures	599	176,873	0	176,873	0 %



Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2024 Through 5/31/2024

Check Number	Vendor Name	Check Amount	Check Date
2024-1543	Ingram Library Services Llc	51,837.64	5/15/2024
87863	Grattan Township	50,000.00	5/15/2024
87850	City Of Rockford	50,000.00	5/15/2024
87884	Tyrone Township	50,000.00	5/15/2024
87886	Walker City Treasurer	50,000.00	5/15/2024
2024-1491	Ingram Library Services Llc	48,670.13	5/1/2024
2024-1544	IP Consulting, Inc.	48,327.14	5/15/2024
2024-1593	Ingram Library Services Llc	33,728.64	5/29/2024
AP-9961260247	Verizon Wireless - MiFy Routers & Cell phones	33,214.57	5/1/2024
AP-9963760008	Verizon Wireless - MiFy Routers & Cell phones	30,370.60	5/31/2024
2024-1594	Interphase Office Interiors, Inc.	28,862.13	5/29/2024
AP-241090001...	Priority Health	28,582.10	5/2/2024
AP-PH05-24-24	Priority Health	22,990.72	5/24/2024
2024-1580	Holland Litho Printing Services	21,681.10	5/29/2024
87891	Hitachi Capital America Corp / Bibliotheca Credit	20,836.18	5/29/2024
2024-1559	RNL Graphics Solutions, LLC	20,206.72	5/15/2024
87918	Star Bright Books, Inc.	19,866.17	5/29/2024
AP-PH05-10-24	Priority Health	18,447.49	5/10/2024
2024-1509	AMAZON CAPITAL SERVICES, INC	15,817.06	5/15/2024
87876	Michigan Office Solutions (MOS)	14,988.57	5/15/2024
AP-April 2024	American Heritage Life Insurance Company / Allstate Benefits	14,947.02	5/3/2024
AP-PH05-03-24	Priority Health	14,897.58	5/3/2024
2024-1558	Rehmann Robson LLC	13,400.00	5/15/2024
AP-PH05-17-24	Priority Health	12,961.90	5/20/2024
2024-1547	Library Ideas, Llc	11,714.70	5/15/2024
AP-241050001...	Priority Health	10,909.61	5/1/2024
2024-1602	RNL Graphics Solutions, LLC	9,181.35	5/29/2024
87879	Sabopr	8,346.65	5/15/2024
2024-1560	Same Day Delivery, Inc	8,253.42	5/15/2024
87851	Critter Barn	7,701.65	5/15/2024
AP-05407021	Paycor, Inc.	6,983.54	5/7/2024
2024-1519	Comerica Bank	6,854.21	5/15/2024
2024-1578	Comerica Bank	6,853.56	5/29/2024
2024-1464	Comerica Bank	6,830.65	5/1/2024
87890	Benjamin Lemmen/Dogwalker, LLC	6,812.50	5/29/2024
87872	Lions & Rabbits Center for the Arts	6,625.00	5/15/2024
2024-1557	Quipu Group, LLC	6,251.00	5/15/2024
2024-1498	Midwest Tape LLC	6,000.63	5/1/2024
2024-1514	Baker & Taylor	5,745.84	5/15/2024
2024-1459	Baker & Taylor	5,579.13	5/1/2024
87892	Bloom Sluggett, PC	5,250.00	5/29/2024
2024-1550	Midwest Tape LLC	5,185.97	5/15/2024
2024-1599	Midwest Tape LLC	5,009.20	5/29/2024
2024-1601	Overdrive, Inc	5,000.00	5/29/2024
AP-1099	Benjamin Lemmen/Dogwalker, LLC	4,912.50	5/14/2024
87871	Kent County Treasurer-Mi Tax Tribunal Refunds	4,598.65	5/15/2024
87865	Huron Associates LLC	4,200.00	5/15/2024
2024-1501	Same Day Delivery, Inc	4,126.71	5/1/2024
87857	Governmental Consultant Services Inc.	4,000.00	5/15/2024
87902	John W. Covington / DBA The Jon Covington Group	3,945.59	5/29/2024

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2024 Through 5/31/2024

Check Number	Vendor Name	Check Amount	Check Date
87821	Atlanta Capital Management Co, LLC	3,730.00	5/1/2024
87881	Ten Finger Fish	3,631.73	5/15/2024
87909	Maner Costerisan	3,576.00	5/29/2024
AP-May 2024	PLIC - SBD Grand Island	3,440.75	5/1/2024
87893	BrightBenefits	3,411.33	5/29/2024
87864	HighPoint Electric, Inc.	3,260.00	5/15/2024
87853	David Critchlow / Critchlow Alligator Sanctuary	3,185.00	5/15/2024
87842	Uline Shipping Supply Specialists	2,958.36	5/1/2024
2024-1569	Xerox Financial Services LLC	2,904.22	5/15/2024
2024-1564	Thomas Klise/Crimson Multimedia	2,880.00	5/15/2024
2024-1510	Amy DeVries / Tiny Gardens LLC	2,750.00	5/15/2024
2024-1576	Central Michigan Paper	2,640.00	5/29/2024
2024-1563	TelNet Worldwide, Inc.	2,638.55	5/15/2024
2024-1595	Kalamazoo Sanitary Supply / KSS Enterprises	2,573.63	5/29/2024
87894	Calvin University - Hekman Library	2,500.00	5/29/2024
AP-207147548...	Consumers Energy	2,454.21	5/31/2024
AP-207147512...	Consumers Energy	2,394.08	5/2/2024
2024-1503	Springshare Llc	2,297.00	5/1/2024
2024-1571	AMAZON CAPITAL SERVICES, INC	2,285.17	5/29/2024
87823	Chelsea Holley	2,160.00	5/1/2024
87895	Chelsea Holley	2,160.00	5/29/2024
2024-1492	Kellogg & Sovereign Consulting / Sigma Technology Fund LLC	2,000.00	5/1/2024
2024-1566	UAW Local 2600	1,975.82	5/15/2024
87849	Chelsea Holley	1,950.00	5/15/2024
2024-1553	Governmentjobs.com, Inc	1,941.77	5/15/2024
2024-1607	UAW Local 2600	1,940.11	5/29/2024
2024-1506	UAW Local 2600	1,924.83	5/1/2024
2024-1494	Lindenmeyr Munroe	1,834.00	5/1/2024
87858	GR Bikes, LLC	1,833.33	5/15/2024
87920	Ten Finger Fish	1,781.96	5/29/2024
AP-644258	123.Net, Inc	1,724.00	5/10/2024
87832	Lakeshore Learning Materials	1,717.07	5/1/2024
87816	Ada Township	1,666.76	5/1/2024
2024-1545	Juan Fernandez	1,590.10	5/15/2024
2024-1574	Blackstone Audio Inc	1,570.80	5/29/2024
87883	Today's Business Solutions, Inc.	1,531.44	5/15/2024
87896	Feller Express LLC	1,510.00	5/29/2024
87817	Affinity Mentoring	1,500.00	5/1/2024
2024-1551	TELUS HEALTH (US) LTD.	1,416.45	5/15/2024
AP-050300-05-24	State Of Michigan	1,395.00	5/23/2024
87867	J.Appleseed/Creative Library Sales	1,361.30	5/15/2024
2024-1462	Central Michigan Paper	1,320.00	5/1/2024
AP-9963910272	Verizon Wireless - MiFy Routers & Cell phones	1,289.36	5/31/2024
87885	Unique	1,284.84	5/15/2024
87841	Triangle Constructors	1,245.00	5/1/2024
87888	ACP Entertainment, Inc.	1,245.00	5/29/2024
87814	ACP Entertainment, Inc.	1,237.50	5/1/2024
2024-1573	Baker & Taylor	1,218.70	5/29/2024
87837	Playaway Products LLC	1,214.78	5/1/2024
AP-2036757-04...	Dte Energy	1,180.80	5/2/2024
2024-1597	Lindenmeyr Munroe	1,156.23	5/29/2024

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2024 Through 5/31/2024

Check Number	Vendor Name	Check Amount	Check Date
2024-1570	Advanced Benefit Solutions, Inc / 44 North	1,156.00	5/29/2024
AP-203144217...	Consumers Energy	1,135.37	5/7/2024
87840	Town & Country Technologies	1,119.77	5/1/2024
AP-9961410728	Verizon Wireless - MiFi Routers & Cell phones	1,112.49	5/1/2024
2024-1552	Nationwide	1,075.98	5/15/2024
2024-1521	DK Security	848.80	5/15/2024
2024-1579	DK Security	848.80	5/29/2024
2024-1609	Xerox Financial Services LLC	815.64	5/29/2024
87822	BattleGR	750.00	5/1/2024
87900	Grand Rapids Event Rentals LLC/Ryan Rogers	698.00	5/29/2024
AP-May 2024	Delta Dental Of Michigan	682.48	5/13/2024
87826	El Granjero Mexican Grill	681.82	5/1/2024
2024-1603	Same Day Delivery, Inc	671.79	5/29/2024
87869	John Ball Zoo	666.00	5/15/2024
87846	All Season Lawn Care	639.25	5/15/2024
2024-1500	RNL Graphics Solutions, LLC	617.92	5/1/2024
2024-1520	danMark Graphics LLC	616.40	5/15/2024
87898	GR Electric Inc.	600.00	5/29/2024
87838	Rebecca Keller	600.00	5/1/2024
2024-1466	DK Security	594.16	5/1/2024
2024-1608	Wolverine Printing Company	519.12	5/29/2024
AP-2874732	Arrowaste	500.98	5/16/2024
87861	Grand Rapids Asian-Pacific Foundation	500.00	5/15/2024
87859	Graffix Plus / Extreme Graffix Inc.	485.00	5/15/2024
87836	Plainfield Charter Township	475.19	5/1/2024
2024-1455	AMAZON CAPITAL SERVICES, INC	473.41	5/1/2024
87878	Playaway Products LLC	467.50	5/15/2024
87912	Phase 3 Graphics, Inc	455.00	5/29/2024
87848	Ashley Davis	450.00	5/15/2024
2024-1518	Cloud 616 LLC	450.00	5/15/2024
2024-1504	The Murder Mystery Company	449.50	5/1/2024
2024-1456	Andrew Erlewein	440.42	5/1/2024
2024-1508	Wolverine Printing Company	436.05	5/1/2024
2024-1546	Lakeshore Learning Materials	429.27	5/15/2024
87839	The Rosen Publishing Group, Inc.	413.40	5/1/2024
87845	Absopure Water Company	401.20	5/15/2024
87916	Seaman'S Mechanical	395.89	5/29/2024
87835	Peter Dykhuis	381.18	5/1/2024
87882	TMC Furniture, Inc.	366.00	5/15/2024
87852	DAD'S Tents	360.75	5/15/2024
87899	Graffix Plus / Extreme Graffix Inc.	351.00	5/29/2024
87910	Orkin LLC/Rollins, Inc.	343.00	5/29/2024
87829	John Ball Zoo	341.00	5/1/2024
87921	TMC Furniture, Inc.	323.00	5/29/2024
AP-PH5-31-24Inc	Priority Health	301.81	5/30/2024
87903	Joshua Dunigan	300.00	5/29/2024
2024-1502	Sarah Ann Weller	299.39	5/1/2024
2024-1568	Wolverine Printing Company	290.00	5/15/2024
87831	Katie Vanechuk / In Your Element Wellness	288.00	5/1/2024
2024-1596	Library Ideas, LLC	286.20	5/29/2024
2024-1515	Blackstone Audio Inc	274.98	5/15/2024
2024-1555	Penworthy Co.	263.52	5/15/2024

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2024 Through 5/31/2024

Check Number	Vendor Name	Check Amount	Check Date
87855	Demco, Inc	259.80	5/15/2024
87815	Ada Farmers Market	255.00	5/1/2024
AP-0018438-04...	Comcast Cable	251.85	5/9/2024
2024-1465	Craig Wolgamott / Mobil Master Detailing LLC	250.00	5/1/2024
87825	Deb Schultz	241.50	5/1/2024
87922	Troost Service Company	237.50	5/29/2024
2024-1548	Lindenmeyr Munroe	230.00	5/15/2024
87834	Patricia Visner	225.00	5/1/2024
87875	Mary Kathleen Arnett	220.00	5/15/2024
87828	Hispanic Center of Western Michigan	220.00	5/1/2024
87915	Schepers, Inc.	215.50	5/29/2024
87889	Annette Miller - KDL	214.92	5/29/2024
AP-PH5-17-24inc	Priority Health	200.50	5/17/2024
87833	Luis Chen/Wormies LLC	200.00	5/1/2024
87904	Kellies Consignments/Kellie Marie Johnson	200.00	5/29/2024
87866	Ian Borton	150.00	5/15/2024
AP-3118358	TASC	139.11	5/29/2024
AP-016949	Medtipster.com, LLC.	136.29	5/20/2024
AP-0021585-05...	Comcast Cable	126.90	5/28/2024
2024-1522	Everlasting Green Plantscape LLC	120.00	5/15/2024
2024-1523	Cengage Learning	110.36	5/15/2024
2024-1556	Performance Assessment Network	110.00	5/15/2024
87887	Absopure Water Company	103.95	5/29/2024
2024-1567	Vital Records Holdings, LLC / VRC Companies, LLC	102.66	5/15/2024
87901	Green Space Buns/Rachel Gorter	100.00	5/29/2024
87873	Macomb Community College	100.00	5/15/2024
2024-1460	Blackstone Audio Inc	98.96	5/1/2024
87820	Annette Miller - KDL	96.00	5/1/2024
87868	Jennifer Van Hal	86.93	5/15/2024
AP-9963079086	Verizon Wireless - MiFy Routers & Cell phones	83.10	5/21/2024
87919	Susan Erhardt	82.74	5/29/2024
87818	Anjie Christiansen	81.09	5/1/2024
87905	Kevin Kammeraad	80.00	5/29/2024
2024-1493	Kent Conservation District	75.00	5/1/2024
87813	Absopure Water Company	71.45	5/1/2024
2024-1606	Tracy Chrenka	67.79	5/29/2024
AP-9963781951	Verizon Wireless - MiFy Routers & Cell phones	66.04	5/31/2024
2024-1572	Andrew Erlewein	64.44	5/29/2024
2024-1461	Carla Hotz	62.83	5/1/2024
2024-1600	Nicole Lintemuth	62.16	5/29/2024
87843	Verizon Wireless - MiFy Routers & Cell phones	60.00	5/1/2024
2024-1604	Sarah Ann Weller	59.08	5/29/2024
2024-1554	Nicole Lintemuth	59.08	5/15/2024
2024-1463	Christina Tazelaar	58.81	5/1/2024
2024-1499	Nicole Lintemuth	58.01	5/1/2024
2024-1505	Tracy Chrenka	58.01	5/1/2024
2024-1565	Tracy Chrenka	56.00	5/15/2024
87824	David Leestma	54.97	5/1/2024
2024-1575	Carla Hotz	54.79	5/29/2024
2024-1517	Christina Tazelaar	53.72	5/15/2024
87906	Kristin DeYoung	53.53	5/29/2024

Kent District Library  
Check/Voucher Register - Check Register - Board Report  
From 5/1/2024 Through 5/31/2024

Check Number	Vendor Name	Check Amount	Check Date
2024-1516	Carla Hotz	51.71	5/15/2024
2024-1562	Sheri Gilreath-Watts	49.70	5/15/2024
87877	Peter Dykhuis	48.49	5/15/2024
2024-1577	Christina Tazelaar	46.48	5/29/2024
2024-1511	Andrew Erlewein	42.19	5/15/2024
AP-9961282716	Verizon Wireless - MiFi Routers & Cell phones	41.90	5/1/2024
2024-1605	Sheri Gilreath-Watts	37.37	5/29/2024
2024-1561	Sarah Ann Weller	37.10	5/15/2024
87907	Madelyn Besaw	36.87	5/29/2024
87897	Georgetown Library-Og	35.00	5/29/2024
87911	Peter Dykhuis	30.80	5/29/2024
87874	Marilyn Mae Scholten	28.00	5/15/2024
87830	Julie Spahn	27.00	5/1/2024
87847	Amy Cramer	24.99	5/15/2024
87870	Kelsie Oeverman	22.99	5/15/2024
87856	Getty Library/Getty Research Institute	20.00	5/15/2024
87827	Fidelina Saavedra	17.99	5/1/2024
87819	Ann Arbor District Library	17.99	5/1/2024
87860	Grainger	16.67	5/15/2024
87854	Delta College	15.99	5/15/2024
87862	Graphic Arts Service & Supply	15.00	5/15/2024
87908	Mads Terpstra	13.99	5/29/2024
2024-1507	Voices for Health, Inc.	13.41	5/1/2024
87913	Putnam District Library	11.98	5/29/2024
87914	Sarah Wyma	9.99	5/29/2024
87880	Shelby Area District Library	9.99	5/15/2024
87917	Shaunna Martz	5.30	5/29/2024
Report Total		<u>1,023,489.19</u>	

# Director's Report May 2024



## **East Grand Rapids + Amy Van Andel Library**

Both East Grand Rapids and the Amy Van Andel Library branches are excited to get outside this summer! Storytime and a number of other events at East will be at John Collins Park overlooking Reeds Lake. In ADA, Storytime is performed at the farmer's market across the street from the library. Summer crowds at both locations have been growing every year.

New this year:

Thanks to the Friends of the Amy Van Andel Library, some outdoor programming equipment was purchased allowing even more outdoor programs to be held. Perhaps the most anticipated outdoor event is a farm themed storytime complete with a pygmy goat!

East Grand Rapids will be hosting a library camp for the first time. The Youth Librarians are excited to create a very memorable experience showing off every aspect of the library.

## **Alto + Engelhardt**

Both Alto and Lowell have been using May to visit the schools or the kids have had field trips to the library. Branch Librarian Phil Sawyer and Manager Kurt Lardie entertained the three classes of 3rd graders from Alto Elementary that visited on Friday the 31st. They received a presentation on Summer Wonder and the library to get them ready for the end of summer. The 3rd graders were also quizzed on Michigan facts and history to test what they had learned.

Lowell Branch Librarians Will McAfee and Abbigail Hale have performed skits at St. Patrick's elementary as well as Lowell Elementary schools for LEAP. The Englehardt branch welcomed hundreds of students on field trips in the last few weeks of May.

## **Byron + Grandville**

There is always lots of fun to be had at both Byron and Grandville all summer long, that's nothing new, but there are some new exciting things at each branch this summer.

At Grandville the newest excitement is an outdoor Music Garden outside the library. This garden was a joint project between the library, city, and DDA and should provide fun for all ages this summer and beyond. Also new this summer will be a splash party that will be hosted the last week of Summer Wonder on August 8 and will be a good finale to the summer wonder program.

At Byron there are two events that aren't new per se but are new to the branch. One is Touch a Truck. This is an event that hasn't happened in Byron in the last 5 years or more, so the branch is excited to bring it back and celebrate community vehicles with the kids. The other new to Byron program is Library Camp. Youth staff are excited to enjoy this exciting program with kids and teach them all about libraries, what they are, how they work, and what we as staff do all day.

# Katie Kudos

May 2024

Holli Land– Assistant Branch Librarian

Byron Center

**Nominated By: Natalie Karsten**

## Helpful

“We had to call 911 for an unresponsive minor last night. Holli took care of the desk and closing procedures. She made herself available for backup while we called and handled the incident. Thanks for being such a great team member, Holli, and taking care of the branch in a very stressful situation.”

**Nominated By: Noey Spriggs**

## Positive

“We had an incident of an unresponsive minor right at closing time. Holli jumped right in to make sure all closing tasks were completed and all the things that needed to be done while the EMT’s were arriving. She was a great support in a stressful situation. Thank you for holding it down, Holli!”



# Katie Kudos

May 2024

## Kelsey Little– Administrative Assistant (PMO) Service Center

**Nominated By: Jaci Cooper**  
**Positive, Helpful and Authentic**

“Potluck princess, positive advocate – thanks for being EXTRA awesome today. I couldn’t help but beam when I saw you advocating for our services and sending a patron home with a yard sign and 1Kb4K bag when they came in for your very end-of-the-day notary appointment. We are so lucky to have you.”

“Thank you for planning a little team celebration for Sheri’s birthday! You two really know how to find the fun!

“Thank you both for stepping in to help yesterday when folks were out grieving regarding the passing of Amanda. Your flexibility and willingness to help give space to your colleagues close to Amanda was appreciated. I also appreciate you proactively asking what admin support may be needed.”

“Thank you for critically assessing some PMO tools / communications and finding a more streamlined, organized, and beautiful way to display them. The project register looks great!”

**Nominated By: Katie Fox-Webb**  
**Inclusive and Helpful**

“During a notary appointment today, Kelsey let the patron and child know which branch is closest to them. She also offered Summer Wonder materials to them. Way to help all people go further with KDL!”

“Kelsey has been a notary rock star! Thank you for offering this service to our patrons and training me how to be confident when I begin notarizing soon.”

**Nominated By: Mike Golczynski**  
**Inclusive**

“Thank you all for stopping out at CAS this afternoon to check out the branch, the beautiful new park and take a little time to connect with us! It was fun helping you all “walk the plank” in VR!”

**Nominated By: Angela Culp**  
**Helpful**

“Jaci, Sheri, and Kelsey stopped by the Kentwood branch to see the gaming lab on Friday afternoon. It was busy at the desk and all three of them pitched in to help answer questions, unjam the copy machine, and offer support. We had appreciated it more than we had a chance to even say!”

**Nominated By: Elvia Myers**  
**Helpful**

“Look at you GO and Amazing ... you are! Kelsey takes the task and makes it a priority. She is such a ray of light to have when all things are darkening fast. The E-mail Streamline “Beast” project and KDL Reservations are a breath of fresh air now that Kelsey has assisted with them!!!!”

**Nominated By: Randy Goble**  
**Helpful**

“When phone calls to volunteers and patrons needed to be made quickly, Kelsey was amazing. Helpful, positive, authentic ... I wish I could check more than one core value for this kudos. Kelsey, your helpfulness, excitement, and results were terrific. Thank you for making this happen.”

**Nominated By: Trish Reid**  
**Helpful**

“Kelsey displayed her admirable and most helpful skill of anticipating needs and having snacks purchased and set out for ALL the summits! She is like a house elf from Harry Potter – just ON TOP of everything and disappears so I must ask to find out that it was her taking care of everything. You can try and be invisible, Kelsey – but I see you! And I thank you HUGELY!”



# Katie Kudos

May 2024

## Katie Fox-Webb– Administrative Assistant (Operations) Service Center

**Nominated By: Elvia Myers**

**Authentic**

“Making all things beautiful is just the cherry on top. Katie does a fantastic job at making everything she touches effective and efficient. She mindfully vests out the process so that the Swiss cheese can be a piece of Havarti!” And glamours it up so that it can be fully presentable and functional.”

**Nominated By: Yulia Bunker**

**Authentic**

“Yesterday during a tough day for our team, Katie immediately responded when we were looking for additional help. Thank you for being there, Katie! Your help made a difference during a difficult time.”

**Nominated By: Kelsey Little**

**Authentic**

“Thanks for being a second set of eyes and ears whenever I ask for your perspective. I appreciate how our work styles complement each other and feel like a stronger admin team with you!”

**Nominated By: Jaci Cooper**

**Positive + Helpful**

“Thank you for planning a little team celebration for Sheri’s birthday. You two really know how to find the fun!”

“Thank you both for stepping in to help yesterday when folks were out or grieving. Your flexibility and willingness to help give space to your colleague who was close to Amanda to grieve was appreciated. I also appreciate you proactively asking what admin support may be needed.”

**Nominated By: Penni Zurgable**

**Helpful**

“Katie saved me when I had double booked the Plainfield Township branch program room. Thank you, Katie!”

# Upcoming Meetings + Dates of Interest

## Upcoming Meetings

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

Regular Board Meeting  
Thursday, September 19, 2024  
4:30 PM  
KDL Caledonia Branch

## 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](http://kdl.org)



Information  
Ideas  
Excitement!



# MONTHLY PROJECT REPORT

**MAY  
2024**

**1** New project approved

**7** In queue

**0** Declined

**10**

Active Approved  
Projects

	On Time	9
	Late (At Risk)	0
	Paused	1
	Completed since 01/24	6

## Next Nexus AI Summit

**Project Lead:** Hannah Lewis  
**Status:** On Track - NEW

**Approval Date:** 05.01.2024  
**Due Date:** 11.06.2024



Recognizing the significant impact of AI, KDL is launching the Next Nexus AI Summit. This project will feature two identical half-day events for West Michigan entrepreneurs and small businesses. Combining engaging talks, interactive panels and networking opportunities, the Summit equips participants with actionable AI knowledge for their businesses. This project positions KDL as a trusted resource for practical AI learning and will leverage summit feedback for future AI-related programs.

## AHA Blood Pressure Monitors

**Project Lead:** Randy Goble  
**Status:** On Track

**Approval Date:** 03.11.2024  
**Due Date:** 08.14.2024

This month Sarah Poole, Community Impact Director with the American Heart Association, delivered 37 blood pressure (BP) monitors and supplies to the Service Center. Johanna Boyle, Collection Development Librarian, is getting a team started on processing the many pieces associated with each kit. To avoid burdening branches during the launch of summer programs, the project team has decided that July is the best month to introduce the BP monitors into branches. With the rollout date planned for July, the project timeline has been adjusted to August 14.

## Automated Materials Handling

● **Project Lead:** Liz Guarino  
**Status:** On Track

**Approval Date:** 09.13.2023  
**Due Date:** 09.30.2024

The 46-bin sorter was delivered on May 14 and installation finished May 23. The Collection Services Team started using the sorter to complete the delivery process on Friday, May 24 and received training on how to check totes in using the Tote Check-in Server. On May 31 a team of Assistant Branch Librarians were trained on how to use the Tote Check-in Server at branches to check in their delivery. Staff will be able to check in a whole bin of delivery by scanning one barcode. In-branch trainings on the Tote Check-In Server will be completed in early June.



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## Esports - Phase 1: Test Lab

✓ **Project Lead:** Kurt Stevens  
**Status:** Complete

**Approval Date:** 11.03.2023  
**Due Date:** 04.30.2024

This project came to a close in perfect unison with the launch of Phase 2. This exploratory phase was a big success! Not only did the technology perform well and impress both the project team and gamers, but the Open House gaming events hosted at the Service Center generated great feedback and valuable information for future stages of this project. Key takeaways from Phase 1 included enthusiastic reception from community partners for this initiative, along with the team finding valuable connections and potential opportunities between existing KDL services like programming and outreach. Many thanks to Project Leader Kurt Stevens and his team: Caleb Perkins, Ray Mysels, Bethany Metivier, Taylor LaBash, Jake Hop, Angela Culp, Hannah Moeggenborg, Greg Lewis, Jessica Davis, Brittany Zuehlke, Scott Ninemeier, Sarah Foster, Brad Baker and dearly missed Amanda Johnston.

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## Esports - Phase 2: Pilot Branch

● **Project Lead:** Angela Culp  
**Status:** On Track

**Approval Date:** 04.24.2024  
**Due Date:** 12.16.2024

A small project team has been selected to support the rollout of the KDL Gaming Lab at the Kentwood Branch. The lab opened to the public in a soft launch on May 13 with great success. By the second day, there were already times when every computer was occupied and in use. The team met for their first official meeting on May 30, focusing on marketing strategies to attract both the general public and local partners. This phase will also explore engaging community activities centered around gaming.

## In-Branch Experience



**Project Lead:** Laura Youells  
**Status:** On Track

**Approval Date:** 02.28.2024  
**Due Date:** 12.28.2024

The In-Branch Experience project team is making great strides and subgroups were formed in May to tackle specific tasks. To further collaboration between all 20 branches, a staff feedback form will be launched soon, allowing all KDL staff to contribute ideas. The team has identified two branch engagement activities to pilot: a community quilt, where visitors can contribute to different sections that will be assembled into a larger piece, and a selection of board games for visitors to enjoy.

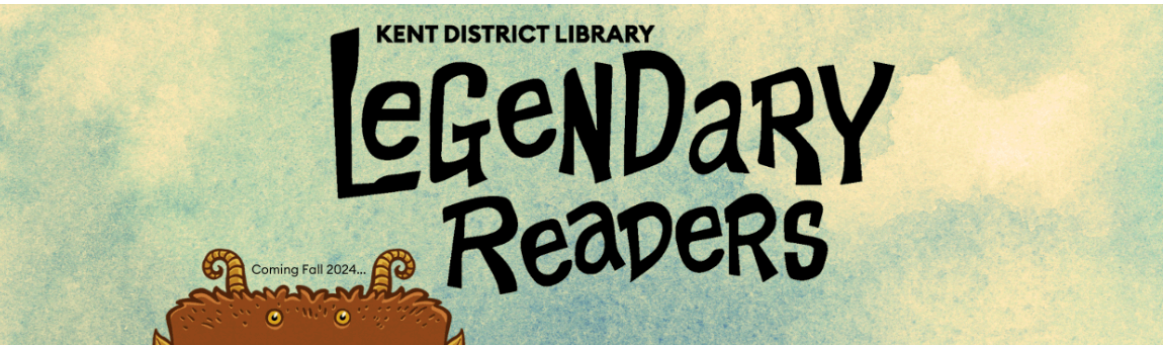
## Legendary Readers



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

**Approval Date:** 09.27.2023  
**Due Date:** 07.31.2025

The Mission: Read! program has officially closed to new registrants on May 17. Those who try to register will be directed to a holding page for the “Legendary Readers” program. The project team is working on bookmarks to distribute when youth patrons claim their Summer Wonder prize to promote the program and entice them to return to the branches in the fall for the program. The final design is under review and then will be sent for printing. Progress looks positive to launch to the public September 3.



Our new elementary reading program is coming this fall. Details coming soon!

## MarketScale



**Project Lead:** Josh Mosey  
**Status:** On Track

**Approval Date:** 09.27.2023  
**Due Date:** 06.30.2024

The MarketScale project group has successfully completed a thorough evaluation of the product. While the service demonstrated potential, it wasn't the ideal fit for KDL's video content needs. The contract will not be renewed come July. The team recommends implementing a combination of in-house video editing with specifically contracted work. This strategy will help KDL better serve the Local Indie program, equipping local authors to market their books more effectively.

## Materials Handling Time Study



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

**Approval Date:** 03.25.2024  
**Due Date:** 12.06.2024

The first phase of data collection for the materials handling time study is complete. Sheri Glon, Data Coordinator, and project lead Trish Reid are currently compiling and analyzing the results. This analysis will continue throughout the summer and fall, alongside the collection of second-round data.

## On the Same Page 2024



**Project Lead:** Hennie Vaandrager  
**Status:** Complete

**Approval Date:** 03.22.2023  
**Due Date:** 05.31.2024

The success of On the Same Page 2024 has fueled excitement for the 2025 event. The project team is already planning for next year, aiming to leverage valuable takeaways from this year's program to create an even stronger experience. Recognizing the high bar set by the 2024 event, they are committed to striking a balance between maintaining the program's successful foundation and fostering innovation for future iterations of On the Same Page. Many thanks to Hennie Vaandrager's vision and leadership, along with her team: Josh Bernstein, Randy Goble, Sam Hodge, Mariely Velazquez, Angela Deckard, Shelby Toren, Katie Zuidema, Joel Kibbe, Susan Erhardt, Jaci Cooper, Josh Mosey, Keava Filipek and Amber Elder.

## Open Lab AI Exploratory Project



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

**Approval Date:** 02.28.2024  
**Due Date:** 08.31.2024

In May, the project team kicked off its Playground Sessions, a platform for sharing and test proof-of-concept ideas. A key area of exploration is utilizing AI locally on KDL equipment, reducing reliance on third-party sites. The team is also thinking ahead to the future of AI and its relationship to library services. An AI Workgroup has been created with their meetings set to begin in August. The project timeline has been pushed back to August 31 to allow the work done by this project team to seamlessly transition to the new workgroup.

## 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

In May, the majority of the hardscape and softscape work was completed. A local Girl Scout troop partnered with the project team to plant native plants in Friendship Park. All Cascade staff members received a tour of the park with the designer, Wes Landon from Native Edge, the week of Memorial Day in anticipation of the grand opening date. The Grand Opening Event will take place on June 29 at 11:00 AM. Lulu Brown, Regional Manager I, would love to see KDL supporters at the event to share more about what is next with the park.



## Krause Memorial (Rockford)

**Project Lead:** Jennifer German  
**Status:** N/A

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

Congresswoman Hillary Scholten and Senator Gary Peters have both selected the Krause expansion project to move the \$2M request forward in the federal appropriations process. The Finance Cabinet is also pursuing state appropriations in the amount of \$1M through State Senator Mark Huizenga.

The Finance Cabinet continues to pursue leadership level gifts. Since April 2024, over \$1.2M has been raised from a handful of gifts. Of that, a significant portion came from one private donor who is a longtime library supporter.

The Friends of the Krause Memorial Library have officially joined the fundraising efforts for the Krause library expansion. The Friends are actively involved in Rockford community events to increase awareness of the expansion project and raise funds through fun activities, such as “pie-ing” teachers/principals and hosting a dunk tank event at the Start of Summer Celebration in June.

## Tyrone Township



**Project Lead:** Liz Knapp  
**Status:** N/A

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

The pre-bid meeting for the old church demolition on the library site was held on May 29. This is being funded in part by the Community Development Block Grant, so companies that want to do the job have to submit bids to the county for approval. Township Supervisor Dave Ignasiak hopes to have updates at the July Township Board meeting.

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## Walker



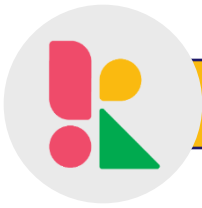
**Project Lead:** Craig Buno  
**Status:** N/A

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

The new library steering committee and its subgroups are working to finalize the design of the library. While the interior layout undergoes some final adjustments, KDL and the City of Walker are already planning for a smooth transition during construction. Representatives from the architect team, Walker's engineer Scott Conners, and KDL leadership, including regional managers for Walker, met at a potential temporary library location in Standale along Lake Michigan Drive. They toured the interior space and discussed possibilities for adapting it to KDL's needs.

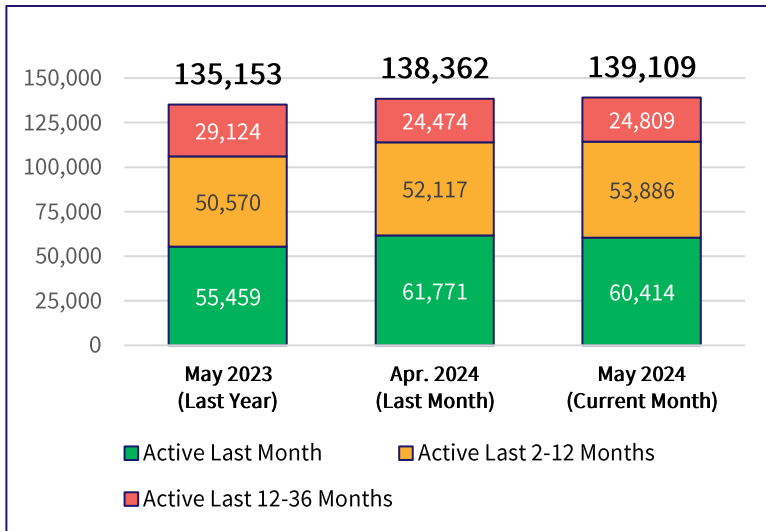






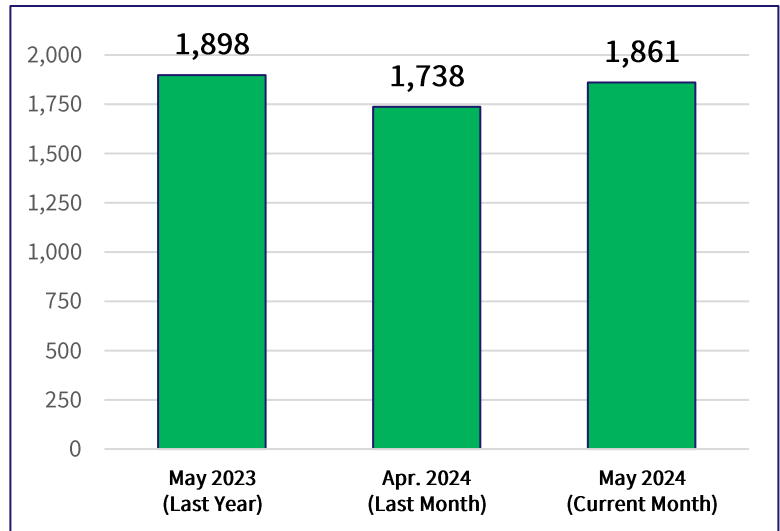
## MAY 2024 STATISTICAL SUMMARY

### Active KDL Patrons:



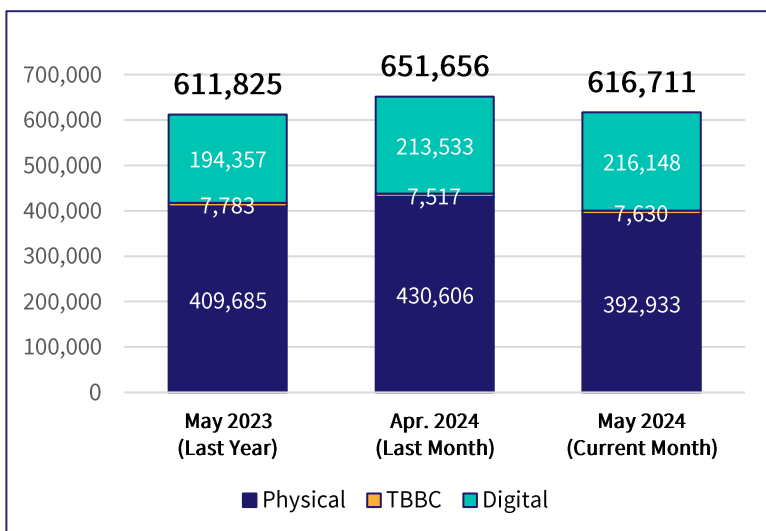
Active KDL Patrons are **up 1%** from last month and **up 3%** from the same month last year.

### New KDL Cards Added:



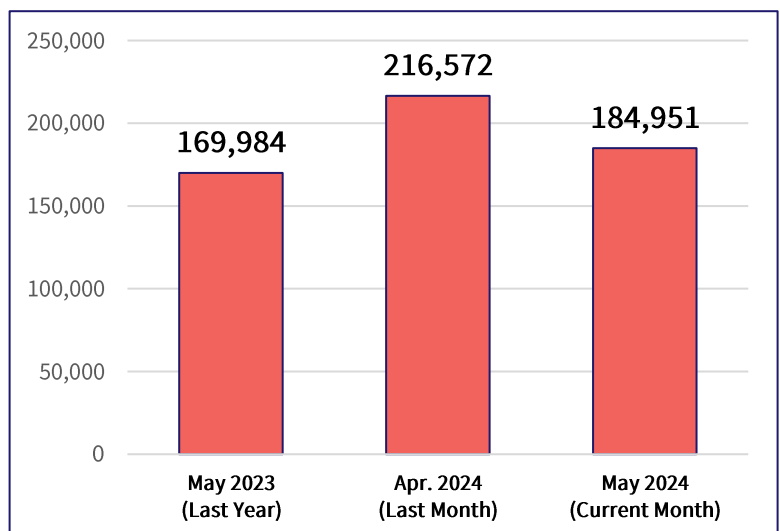
New KDL Cards Added are **up 7%** from last month and **down 2%** from the same month last year.

### Total Circulation:

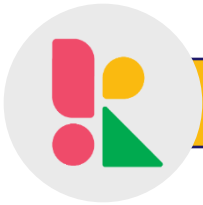


Total Circulation is **down 5%** from last month and **up 1%** from the same month last year.

### Visitor Count:

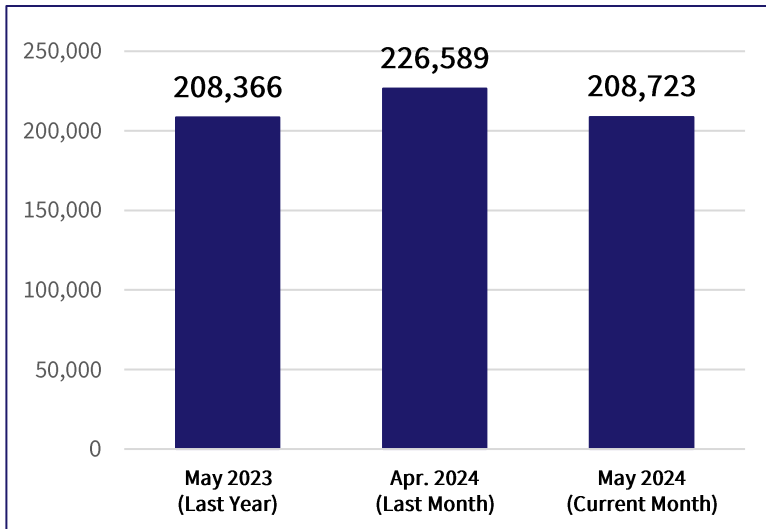


Branch Visitors are **down 15%** from last month and **up 9%** from the same month last year.



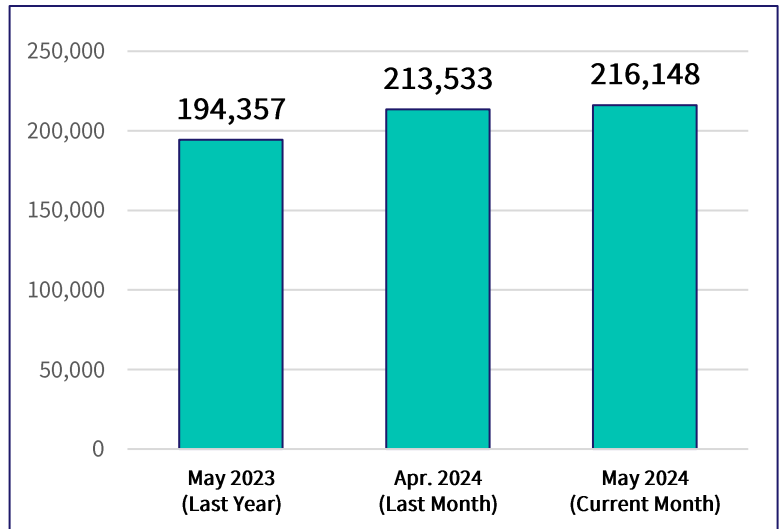
## MAY 2024 STATISTICAL SUMMARY

### Physical Items Checked Out:



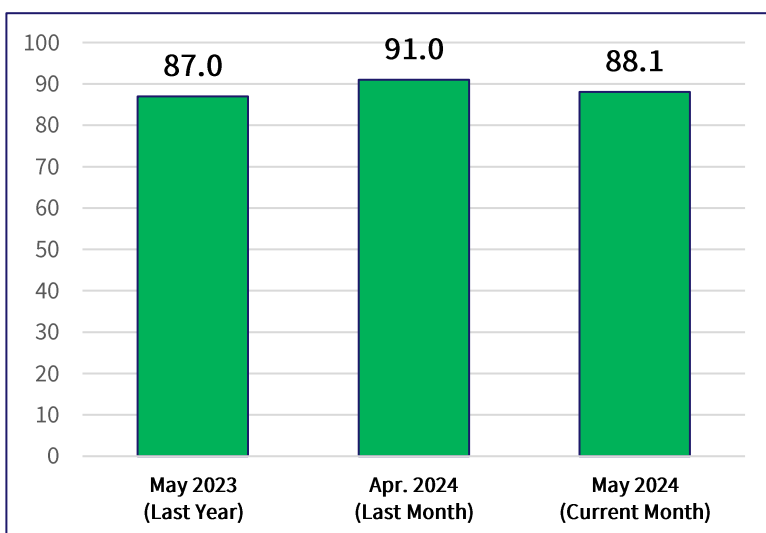
Physical checkouts are **down 8%** from last month and **up 0.2%** from the same month last year.

### Digital Items Checked Out:



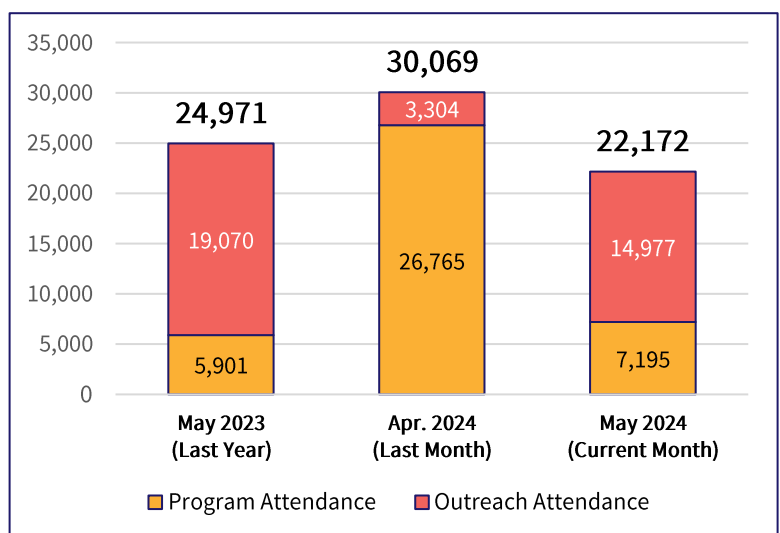
Digital checkouts are **up 1%** from last month and **up 11%** from the same month last year.

### Net Promoter Score (NPS):

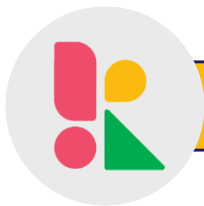


Net Promoter Score is **down 2.9%** from last month and **up 1.1%** from the same month last year.

### Programs & Outreach:



Program & Outreach Attendance is **down 26%** from last month and **down 11%** 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	599
2. <i>The Women</i> by Kristin Hannah	287
3. <i>Funny Story</i> by Emily Henry	212
4. <i>Dog Man: The Scarlet Shedder</i> by Dav Pilkey	151
5. <i>Tom Lake</i> by Ann Patchett	121
6. <i>The Summer Will Be Different</i> by Carley Fortune	120
7. <i>Fourth Wing</i> by Rebecca Yarros	119
8. <i>A Calamity of Souls</i> by David Baldacci	102
9. <i>Just for the Summer</i> by Abby Jimenez	97
10. <i>First Lie Wins</i> by Ashley Elston	95

### All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Women</i> by Kristin Hannah	599
2. <i>Funny Story</i> by Emily Henry	377
3. <i>Just for the Summer</i> by Abby Jimenez	222
4. <i>The Anxious Generation</i> by Jonathan Haidt	200
5. <i>First Lie Wins</i> by Ashley Elston	186
6. <i>Think Twice</i> by Harlan Coben	173
7. <i>One Perfect Couple</i> by Ruth Ware	171
8. KDL WiFi Mobile Hotspot	169
9. <i>The Women</i> by Kristin Hannah (Large Print)	168
10. <i>The Paradise Problem</i> by Christina Lauren	160

### OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio)	269
2. <i>Iron Flame</i> by Rebecca Yarros (audio)	267
3. <i>Fourth Wing</i> by Rebecca Yarros (audio)	238
4. <i>Home Is Where the Bodies Are</i> by Jeneva Rose (audio)	237
5. <i>The Idea of You</i> by Robinne Lee (audio)	224
6. <i>The Teacher</i> by Freida McFadden (audio)	217
7. <i>Tom Lake</i> by Ann Patchett (audio)	212
8. <i>A Court of Mist and Fury</i> by Sarah J. Maas (audio)	199
9. <i>A Court of Wings and Ruin</i> by Sarah J. Maas (audio)	188
10. <i>Romancing Mister Bridgerton</i> by Julia Quinn	173

### OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Women</i> by Kristin Hannah	1,684
2. <i>The Women</i> by Kristin Hannah (audio)	1,243
3. <i>Funny Story</i> by Emily Henry	1,174
4. <i>Funny Story</i> by Emily Henry (audio)	834
5. <i>Fourth Wing</i> by Rebecca Yarros	664
6. <i>First Lie Wins</i> by Ashley Elston	581
7. <i>The Housemaid</i> by Freida McFadden (audio)	571
8. <i>Just for the Summer</i> by Abby Jimenez	559
9. <i>First Lie Wins</i> by Ashley Elston (audio)	480
10. <i>The Heaven &amp; Earth Grocery Store</i> by James McBride	469

NEW HIRES	POSITION	EFFECTIVE
Ella Hengeveld	Intern – Kentwood	May 27
Jennifer Popp	Intern – Bookmobile	June 3
Annika Swannstrom	Intern – Amy Van Andel / Ada	June 3
Makayla Banning	Intern – Caledonia	June 3
Treasa Bell	Intern – Tyrone Township	June 3
Kaitlyn Besley	Intern – Grandville	June 3
Anneliese Bruinsma	Intern – East Grand Rapids	June 3
Grace Chase	Intern – Gaines Township	June 3
Hannah Chun	Intern – Cascade	June 3
Adelyn Clark	Intern – Englehardt	June 3
Ellie Gleason	Intern – Plainfield	June 3
Eleanor Grimm	Intern – Plainfield	June 3
Hadley Pyper	Intern – Comstock Park	June 3
Annika Watson	Intern – Kentwood	June 3
Hailey Roossien	Intern – Byron Township	June 3
Cosette Zetocha	Intern – Cascade	June 3
Sierra Hieshetter	Intern – Patron Services	June 3
Colleen Hazelton	Intern – Community Engagement	June 3
Grace Larson	Intern – Caledonia	June 3
Lori Marco	Intern – Kelloggsville	June 3
Romy McKellar	Intern – Walker	June 3
Alejandra Medina	Intern – Wyoming	June 3
Emma Merritt	Intern – Krause Memorial	June 3
Noelle Mulder	Intern – Kentwood	June 3
Kaydance Rice	Intern – Nelson Township	June 10
Alexis Chandler	Assistant Branch Librarian – Caledonia	June 10
Laine Apsey	Assistant Branch Librarian – Wyoming	June 10
Joe Kulpa	Assistant Branch Librarian – Gaines Township	June 10

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Krysia DeGraaf	Shelver – Grandville	Assistant Branch Librarian – Grandville	June 10

DEPARTURES	POSITION	EFFECTIVE
Jaclyn Richards	Sub Pool	April 27
Holly Cotter	Sub Pool	May 13
Sophia Bailey	Assistant Branch Librarian – Caledonia	June 6
Morgan Shepard	Branch Librarian – Caledonia	June 14
Sydney Khouri	Patron Services Librarian	June 21
Mark Dunham	Branch Librarian – Krause Memorial	July 19

OPEN POSITIONS	TYPE
Branch Librarian – Krause Memorial	Full-time
Assistant Branch Librarian – Caledonia	Part-time
Branch Librarian – Caledonia	Part-time
Assistant Branch Librarian – Grandville	Part-time
Patron Services Librarian – Service Center	Part-time

EMPLOYEE ANNIVERSARIES (JULY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Rachel Cruzan	Collection Services	26 years
Kathe Latreille	Cascade	25 years
Julie Ralston	Grandville	21 years
Yuko Roberts	Collection Services	20 years
Cheryl Chalker	Byron Township	19 years
Holly Newcomer	Collection Services	16 years
Dana Banks	Krause Memorial	13 years
Elise Paasche	Sub Pool	12 years
Deb Wilcoxson	East Grand Rapids	11 years
Jennifer Zeilbeck	Human Resources	11 years
Alyson Cryderman	Caledonia	10 years
Anna Dyer	East Grand Rapids	10 years
Marie Mulder	Collection Development	10 years

EMPLOYEE ANNIVERSARIES (JULY)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Jessica McLeod-Sopczynski	Englehardt	6 years
Ben Brugger	Cascade	5 years
Rose Massey	Sub Pool	5 years
Liesl DeJonge	Wyoming	4 years
Remington Steed	Marketing/Communications	4 years
Janice Greer	Marketing/Communications	3 years
Josh Mosey	Marketing/Communications	3 years
Dan VanDyke	Sub Pool	3 years
Trina Den Braber	Sub Pool	2 years
Orion Kimmel	Comstock Park	2 years
Lauren Phan	Wyoming	2 years
Phillip Sawyer	Alto	2 years
Shannon Cameron	Sub Pool	1 year
Donna Cowart	Sub Pool	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	X	X	X	X	X	X	X	X
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



# Policy Manual

EDITS were made to all sections in red and blue except for KDL Policy 3.9, 3.9.1 and 3.9.2



## SECTION 3: FACILITIES AND OPERATIONS

KDL Policy 3.1	<a href="#"><u>Exhibits</u></a>
KDL Policy 3.2	<a href="#"><u>Literature Display + Distribution</u></a>
KDL Policy 3.3	<a href="#"><u>Public Relations</u></a>
KDL Policy 3.4	<a href="#"><u>Websites, Social Media, Privacy and Online Accessibility</u></a>
KDL Policy 3.5	<a href="#"><u>Library Programs</u></a>
KDL Policy 3.6	<a href="#"><u>Lost + Found Policy</u></a>
KDL Policy 3.7	<a href="#"><u>Branch Library Locations</u></a>
KDL Policy 3.7.1	<a href="#"><u>Building, Enlarging Or Renovating Library Buildings</u></a>
KDL Policy 3.7.2	<a href="#"><u>Support For Building Projects</u></a>
KDL Policy 3.7.3	<a href="#"><u>Acceptance of Non-KDL Technology</u></a>
KDL Policy 3.8	<a href="#"><u>Meeting Room Use</u></a>
KDL Policy 3.9	<a href="#"><u>Planned Closings</u></a>
KDL Policy 3.9.1	<a href="#"><u>Emergency Closings</u></a>
KDL Policy 3.9.2	<a href="#"><u>Bereavement or Funeral Closings</u></a>
KDL Policy 3.10	<a href="#"><u>Library + Personal Vehicles</u></a>
KDL Policy 3.11	<a href="#"><u>Building Safety</u></a>
KDL Policy 3.11.1	<a href="#"><u>Keys to Buildings</u></a>
KDL Policy 3.11.2	<a href="#"><u>Library Access When Closed</u></a>

## KDL Policy 3.1

### Exhibits

LAST REVISED 5.20.21

Kent District Library (KDL) provides a venue for local artists/exhibitors to display visual art and artifacts to increase awareness and appreciation of history and the arts.

Suitable space for exhibits is not available at all branches. Some local governmental units may have guidelines on how and where materials are displayed in the facility and KDL will honor those guidelines.

The ~~branch~~ Regional Manager will work with staff members (or a local community committee) to make decisions regarding the selection of materials to be displayed. In making decisions regarding the suitability of the work to be exhibited, the branch manager or his/her designee will take into consideration the use of the library by all segments of the community and all age groups. Selection priority may be given to local artists/exhibitors and those who have not previously exhibited in the library.

The exhibit space shall not be used for advertising or political purposes. The artist/exhibitor assumes all liability for the loss of, or damage to, materials on display. The library reserves the right to cancel the exhibition for any reason.

## KDL Policy 3.2

### Literature Display + Distribution

LAST REVISED 5.20.21

KDL adheres to the principle that the Library is the institution in our society which provides materials representing all points of view in all fields including political, social, and religious, no matter how

controversial or objectionable these views may be to some people. To support this basic principle and to foster positive relationships within the community, this policy has been established.

In many of its facilities, KDL maintains one or more bulletin boards for the posting of materials, as well as designated areas (such as literature racks and spaces on countertops and tables) for the passive distribution of printed information. This policy provides a guide for the use and regulation of bulletin boards and information distribution areas.

### **Bulletin Boards and Distribution Areas - Reserved for Use by KDL**

In areas reserved for KDL's exclusive use, KDL posts and distributes materials:

- Related to KDL services, programs and events.
- Provided by the Friends groups of KDL.
- Provided by other governmental entities such as city and townships within the KDL service area, Kent County, state and federal governments.

### **Other Bulletin Boards and Distribution Areas**

A limited number of bulletin boards and distribution areas are available within the KDL system for the posting and passive distribution of materials provided by nonprofit organizations, educational institutions and governmental agencies. In each facility, the branch Regional Manager (or designee) may designate specific areas as available for these purposes and must authorize all posting and distribution before it occurs. For the display and distribution of materials in more than one library branch, requests are reviewed and considered by the KDL Marketing Communications Department. Authorization will be based on the provisions of this policy and not on the viewpoint, beliefs, or affiliations of the nonprofit group or the viewpoints expressed in the materials. Posting or distribution of any such materials in the Library does not indicate KDL's endorsement of the ideas, issues, or events promoted by those materials.

### **General Rules**

The amount of bulletin board and distribution area space is varied and limited. To provide KDL visitors with the opportunity to review materials from nonprofit organizations that they might not otherwise have the opportunity to review, the following rules apply:

- **Bulletin Boards - Event Announcements** - Bulletin board space is provided for announcements of dated local events whose principal sponsors are nonprofit organizations. Individual KDL branches may give priority to announcements for events scheduled to take place in a geographic area near the library.
- **Distribution Areas** - Nonprofit organizations may provide, for passive distribution only, dated materials related to their nonprofit purpose. These materials may only be displayed in the areas designated for this purpose. Passive distribution means leaving the materials with KDL staff for library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging library visitors to review or take any materials with them.
- **Prohibitions** - The branch Regional Manager (or their designee) may decline requests to display materials due to, and not limited to:
  - information promoting or condoning illegal activity, violence, discrimination and profanity
  - commercial for-profit promotion
  - lack of available space within the designated distribution area or bulletin board
- **Election-Related Information**
  - Before an election, branches may have available, equally, voter information and campaign literature about political candidates appearing on local ballots. Any materials that directly or indirectly refer to an election or a candidate must be removed prior to Election Day if within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.

- Prior to an election, campaign material relating to ballot issues may be placed in library branches for display and/or distribution to the public. If there is formal opposition to a ballot issue, equal consideration shall be given. Campaign materials that directly or indirectly refer to a ballot issue must be removed prior to Election Day if located within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.
- Petitions may not be displayed or circulated in library buildings except as permitted by local municipal ordinance.

### **Terms for Use**

All materials posted or distributed must comply with this policy and any other applicable Library policy, procedure or guideline. No other materials may be posted or distributed.

To ensure equitable access to limited display space available at each facility, a branch Regional Manager or his/her designee may establish criteria for that facility regarding posting and distribution of materials, including:

- The maximum size of material to be posted or distributed.
- The maximum length of time that materials may remain posted or displayed.
- The maximum amount of time before or after an event a posting may occur.
- The frequency with which material may be posted or displayed by the same nonprofit organization.
- Consistent methods for allocating space, should the amount of material exceed the space available for posting or distribution.

All posting and placement of materials in distribution areas shall be done by Library staff. Individuals requesting posting or distribution shall not themselves post or leave materials in distribution areas. Materials left for posting or distribution without authorization from the Library will be discarded.

The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

KDL adheres to the principle that the Library is the institution in our society which provides materials representing all points of view in all fields including political, social, and religious, no matter how controversial or objectionable these views may be to some people.

To support this basic principle, and to foster positive relationships within the community, the following policy has been established:

1. Informational material of public interest from nonprofit organizations, educational institutions, and governmental agencies may be displayed or distributed in branches where space is available. Material for display or distribution will be permitted at the discretion of the branch manager. The primary purpose of such material must be to inform the public of the organization's programs, services and events. Examples include:
  - KDL fundraising materials;
  - Friends of the Library materials;
  - promotional materials for cultural organizations such as the ballet, orchestra, museums and theater groups;
  - special event fliers for nonprofit organizations from Kent County and neighboring communities; and
  - Local magazines and newspapers that are distributed free of charge and have received prior approval from KDL.

- ~~2. Prior to an election, branches may have available, equally, voter information and campaign literature about political candidates appearing on local ballots. Any materials that directly or indirectly refer to an election or a candidate must be removed prior to Election Day if within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.~~
- ~~3. Prior to an election, campaign material relating to ballot issues may be placed in library branches for display and/or distribution to the public. If there is formal opposition to a ballot issue, equal consideration shall be given. Campaign materials that directly or indirectly refer to a ballot issue must be removed prior to Election Day if located within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.~~
- ~~4. Petitions may not be displayed or circulated in library buildings except as permitted by local municipal ordinance~~

## KDL Policy 3.3

### Media Inquiries and Public Relations

LAST REVISED 4.21.22

All news media reporters are to contact the KDL Marketing Communications department before arriving at a branch or contacting Library personnel for interviews and seeking support for news coverage. The Marketing Communications team will make sure that news representatives have access to the most appropriate personnel to support their news coverage.

The Chairperson of the Library Board of Trustees is the official spokesperson for the Board. The Executive Director is the official spokesperson for the Library.

The Director of Engagement serves as media liaison for the Board and the Library Administration. Whenever official media statements are required pertaining to library operations (emergencies; or policies, procedures, programs, services, positions on district-wide issues, etc.) the Marketing Communications Department will coordinate with local newspapers, magazines, professional journals, radio and television stations. Staff are not to provide “off the record” comments to the media.

## KDL Policy 3.4

### Websites, Social Media, Privacy and Online Accessibility

New 10.26.23

Kent District Library (KDL) utilizes its websites and social media platforms to connect with its patrons by informing them of Library services and providing a forum for public feedback. All such sites will have prior authorization from KDL’s Marketing Communications office to act as official KDL sites and will be branded in accordance with KDL standards.

KDL recognizes and respects differences in opinion. Comments, posts and messages are welcome and will be reviewed. Content deemed inappropriate may be removed. However, KDL is not obligated to take **any** such actions, and will not be responsible or liable for content posted by users of KDL sites or social media platforms.

## Social Media Usage Rules

KDL operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events and activities. Although KDL welcomes the comments, posts and messages of other social media users and recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by Library staff members. KDL reserves the right to (but is not required to) remove any comment, post or message that it deems in violation of this Policy. The Rules are as follows:

1. **Privacy:** Users should have no expectation of privacy when commenting on KDL posts or tagging KDL. Comments and posts may be read by anyone once posted, regardless of one's friends, followers or subscribers list. KDL advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
2. **Library's Rights :** KDL reserves the right to reproduce comments and posts tagging KDL in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained.
3. **No Endorsement:** KDL is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees or any individual Board member.
4. **Unauthorized Content :** To ensure a healthy, safe space to discuss Library services, resources and events, content containing any of the following may be removed immediately from any Library social media forum:
  - Obscene, illegal, sexually harassing, threatening or abusive speech or nudity.
  - Any post that affects the safety and security of the Library, its property, patrons and staff or creates a hostile work environment.
  - Private or personal information, including phone numbers and addresses, or requests for personal information.
  - Any statement by a user under a false name or any falsification of identity.
  - Comments, links or information unrelated to the purpose of the limited public forum.
  - Spam or other commercial messages.
  - Any postings that would violate the Michigan Campaign Finance Act, KDL Privacy Act or other Michigan or federal laws.
  - Solicitation of funds.
  - Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
  - Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
  - Any post that violates any Library policy.
  - Any images, links or other content that falls into the above categories.
5. **Third Party Usage Rules :** In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state laws.

KDL reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. To the extent KDL has sufficient contact information, KDL will message users who have been blocked or whose content is deleted to explain the issue and notify the person of the action. Any person who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the KDL Board. The appeal should be sent to KDL Executive Director within 10 business days of the (1) decision to block or ban or (2) deletion of the post or comment, whichever is applicable. The KDL Board shall decide the appeal.

### **Privacy Information**

KDL takes very seriously the issue of patron privacy. We ask all patrons, including minors, using services on the website or on websites affiliated with KDL to limit the amount of personal information they provide. We do not require more personal information than is necessary to participate and providing additional information is optional. We encourage everyone to be mindful of (i) not revealing personal information online and (ii) asking for permission before giving their last name or personal information to any website. The latter is particularly important for parents and caregivers to oversee and inform their children about the importance of privacy.

For details on privacy of user records, refer to KDL Policy 2.4.

### **Third-Party Services**

KDL enters into agreements with third parties to provide online services, digital collections and streaming media content, as well as to improve the website. When using some of these services, you may also connect with social networks and other users of these services.

Third-party services may gather and disclose your information, including:

1. Personal identifiable information you knowingly provide, including when you register for the site, provide feedback and suggestions, request information or create shared content;
2. Other information that could be used to identify you, such as your IP address, search history, location-based data and device ID;
3. Non-personally identifiable information, such as your ad views, analytics, browser information (type and language), cookie data, date/time of your request, demographic data, hardware/software type, interaction data, serving domains, pageviews and the web page you have visited immediately prior to visiting the site; and
4. Other data that third-party services may collect as described in the vendor's privacy policy and terms of use.

For more information on these services and the specific types of data that may be gathered and disclosed by each service, please refer to the Terms of Use and Privacy Policies for the services you use. You may choose not to use these third-party services if you do not accept their Terms of Use and Privacy Policies; please read them carefully. In cases where patrons leave the Library's website to visit one of its partners' websites, patrons are encouraged to learn about the privacy policies of the websites they visit.

### **Cookies**

A cookie is a small amount of data, which often includes a unique identifier that is sent to your computer, mobile phone or device browser from a website's computer and is stored on your device's hard drive. Each website can send its own cookie to your browser if your browser preferences are set to allow it. Many

websites do this whenever a user visits their website to track online traffic flows. Websites also use cookies to customize your user experience to your preferences.

KDL uses cookies to verify that you are an authorized user in order to allow access to licensed KDL resources, to customize web pages for your use, to help make the website more useful to visitors and to learn about the number of visitors to the website and the types of technology that visitors use.

Some of the applications or external sites that you may be referred to from KDL web pages, devices or equipment also use cookies. For more information on the use of cookies by each service, please refer to the Terms of Use and Privacy Policies for the services you use. You may set the preferences in your web browser to refuse cookies or to tell you when a cookie is being sent. This may result in an inability to access some KDL services from computers outside the Library.

### **Privacy Statement for kdl.org**

Kdl.org is the primary website used for online access to resources and information about services, including programs. Most of the information on kdl.org may be used anonymously. Users with a valid KDL card may log in to access additional information that is specific to their account and use of library services. Specific details on privacy for use of kdl.org may be found at [kdl.bibliocommons.com/info/privacy](http://kdl.bibliocommons.com/info/privacy).

### **Commitment to Online Accessibility for kdl.org**

Kdl.org is maintained to comply with Web Content Accessibility Guidelines (WCAG) ~~2.1 level AA~~. Specific details may be found at [kdl.bibliocommons.com/info/accessibility/](http://kdl.bibliocommons.com/info/accessibility/).

## **KDL Policy 3.5 Library Programs**

LAST REVISED 5.20.21

Responsibility for library program development is vested in the Executive Director, and such members of the staff whose job descriptions include program responsibilities. Library programs may utilize volunteers and may be developed cooperatively with Friends groups, governmental units, community organizations, and individuals. A program is any presentation given in or out of the Library (in person or by technological means) by a Library staff member or other presenter and sponsored by the Library, the Friends, or a partnership including the Library.

Library programs support the KDL mission and strategic plan. They are planned in advance to meet staffing and publicity deadlines. Library programs may require registration. Limits on the number of people able to attend may be necessary due to facility, program, performer limitations or other requirements pertaining to safety.

Library programs are funded in part by the operating budget with additional support from KDL fundraising activities, grants, contributions from the Friends, gifts, endowments and partnerships.

No individual or organization who presents a program at the library will be permitted to sell their product or services during their presentation or during their time at the library (with the exception of authors who come to speak about their books or performers who have recordings of their music). KDL requires a contract to be executed by program presenters.\*



Organizations or business affiliation of presenters or co-sponsoring agencies will be used by the Library in promoting programs. This does not constitute endorsement.

## **KDL Policy 3.6**

### **Lost + Found Policy**

LAST REVISED 5.20.21

KDL will retain valuable lost and found items at the branch location where the items are found. When possible, staff will contact the owner to inform him/her that a lost item has been found and note how long the library will hold the item.

Debit cards, credit cards, purses, identification, and wallets that are found at KDL locations will be held until the close of business on the following day. Unclaimed debit and credit cards will be reported lost and then destroyed. Unclaimed purses, wallets and identification will be turned over to local police. KDL locations that do not have local police within 10 miles will turn over purses and wallets to the Kent County Sheriff's Department within five days.

Other valuable items, such as electronics and jewelry will be held for three months. After three months, all unclaimed items will be turned over to the Kent County Sheriff's Department.

Loose money found at the library will be held until the close of business each day if the amount is less than \$20.00. If unclaimed, it will be donated to the branch's Friends group (or to KDL in the absence of such a group). Loose money in an amount of \$20.00 or more will be retained for a period of three months and then donated to the branch's Friends group (or to KDL in the absence of such a group), if unclaimed.

Non-valuable items (such as clothing) found at KDL locations will be placed in the lost and found bin at the branch where the items are found. As needed, [the](#) contents of these bins will be donated to a local charity.

## **KDL Policy 3.7**

### **Branch Library Locations**

LAST REVISED 4.21.22

[The](#) KDL strives to make efficient and effective use of its resources. Therefore, it is the policy of [the](#) KDL to work with local communities in locating new branch sites a minimum of four miles apart, unless justified by demographics

## **KDL Policy 3.7.1**

### **Building, Enlarging or Renovating Library Buildings**

LAST REVISED 5.20.21

KDL cooperates with all governmental units in making library materials and services available to the public in the buildings owned by the governmental units.

When library buildings are being built, expanded, or renovated, KDL will provide the same services that were provided prior to the building changes. In addition, KDL staff will work with the governmental units to provide desired changes within both KDL budget constraints and [s](#)Strategic [p](#)Plan goals. KDL must balance the needs of the whole system while considering the desires of individual branches. Changes may include additional open hours, personnel, computers, equipment and moving expenses for KDL- owned

computers, equipment and materials. If library buildings are downsized, library services will be re-evaluated in conjunction with the governmental units affected.

When changes are being considered by the KDL staff or the governmental unit, KDL staff must be involved with personnel from the governmental unit in order to achieve the best possible results for all. When evaluating library facility needs, KDL staff will apply recognized state and national guidelines and standards.

Those municipalities that currently do not have a library facility in their community, but are considering building one, are encouraged to consider partnering with other communities.

## KDL Policy 3.7.2

### Support for Building Projects

LAST REVISED 5.20.21

KDL staff will work with local governmental units to plan new buildings or expansions of existing buildings. Staff will advise planners, architects, and elected officials of Library needs and building requirements. In support of the expansion or building improvement efforts of local governmental units, ~~staff the Marketing Communications Department~~ will provide communications and publicity support. ~~factual printed and graphic design work for posters and other print material. The Marketing Communications Department will coordinate these support efforts.~~ KDL may also provide factual informational mailings to library patrons consistent with campaign and privacy act laws. Informational mailings as well as printing and design support work will be provided as approved by the Executive Director and within budget limitations.

Michigan law forbids the expenditure of public funds to advocate a vote in favor of a millage or bond issue election. Therefore, KDL staff may not, on paid library time, work on political activities to promote millage or bond issue elections, or disseminate materials which advocate a favorable vote on a millage or bond issue election. Nothing in this policy prevents staff members, ~~on~~ in their personal time, from expressing their own personal views, expending their own personal funds, or providing their own personal volunteer services consistent with campaign laws.

## KDL Policy 3.7.3

### Acceptance of Non-KDL Technology

LAST REVISED 5.20.21

The planning and funding for future technology is the responsibility of ~~the~~ KDL. However, KDL constituent communities, if they so desire, may donate monetary funds locally to enhance technology service to their community. These monetary funds will be used to purchase specific technologies that are either new and emerging in nature or consistent with the current year's KDL purchases for other branches.

Specific technology gifts may also be occasionally accepted if they are consistent with the current year's KDL purchases for other branches, and/or approved by ~~the~~ KDL Information Technology Director to ensure the devices can be effectively supported and maintained by KDL staff. Any potential technology donation must be coordinated in advance of donation (and, if necessary, actual purchase) with ~~the~~ KDL Information Technology Director. The equipment purchased by or with the approval of ~~the~~ KDL becomes the property of ~~the~~ KDL and its future use and ultimate disposable will be at the sole discretion of KDL.

## **KDL Policy 3.8**

### **Meeting Room Use**

LAST REVISED 4.21.22

Meeting rooms in the Kent District Library Branches are made available for use ~~in accordance~~ with according to local governmental unit guidelines.

Programs in public meetings room must not disrupt normal Library operations and use. Persons attending the meeting are subject to all Library rules and regulations concerning behavior in the building.

## **KDL Policy 3.9**

### **Planned Closings**

LAST REVISED 5.20.21

Every effort will be made to keep KDL facilities open to serve the public as scheduled. In some instances, however, building closures may be required for the maintenance and upkeep of facilities. Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of KDL. All planned closings are approved by the Library Board and announced to the public with as much forewarning as possible.

## **KDL Policy 3.9.1**

### **Emergency Closings**

LAST REVISED 5.20.21

Every effort will be made to keep KDL facilities open to serve the public as scheduled. Whenever a situation arises that, in the judgment of the branch manager or his/her designee, jeopardizes anyone's personal safety or well-being, the building may be closed. Such situations could include, but are not limited to: power failure, flooding, fire, vandalism, or extreme weather. In certain instances, the KDL Executive Director may close the entire system.

## **KDL Policy 3.9.2**

### **Bereavement or Funeral Closings**

LAST REVISED 4.19.19

In the event of an employee's death, arrangements may be made for staff to attend the memorial service/funeral. These arrangements may include, at the discretion of the Executive Director, closing the library branch(es) for a period of time.

## KDL Policy 3.10

### Library + Personal Vehicles

LAST REVISED 5.18.23

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 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 **Records** (MVRs) will be obtained ~~and utilized by the Facilities Manager administration 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 ~~may will~~ prohibit an employee from driving on KDL ~~b~~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 driving ~~the KDL v~~Vans or Bookmobile.

## KDL Policy 3.11

### Building Safety

LAST REVISED 5.20.21

The KDL is concerned about the health and welfare of all employees. Therefore, it is the policy of the KDL that no employees work alone at any KDL ~~facility~~branch during all open public access hours. Staff scheduling must be arranged in such a way to ensure that there is always a minimum of two Library employees in the building. ~~during all open hours.~~

### KDL Policy 3.11.1

#### Keys to Buildings

LAST REVISED 5.20.21

In the interests of safety and security, only authorized individuals will be given keys to KDL facilities.

### KDL Policy 3.11.2

#### Library Access When Closed

LAST REVISED 5.20.21

In the interests of safety and Library liability, only authorized individuals or other individuals approved in writing by the KDL Board or the Executive Director may have access to the physical spaces occupied by the KDL **Branches** when they are closed.