

BOARD OF TRUSTEES MEETING

Kent
District
Library



AUGUST 2024





BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Kent District Library Service + Meeting Center

DATE & TIME

Thursday, August 15, 2024, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: July 18, 2024
- C. LLC Meeting Minutes: July 11, 2024
- D. Request for Closure: Alpine Township Branch on Friday, November 29th due to carpet cleaning.

4. CLOSED SESSION*

5. FINANCE REPORTS – July 2024*

6. DIRECTOR’S REPORT – July 2024

7. OLD BUSINESS

- A. Policy Manual: Section 1 - Collection and Reference *

8. NEW BUSINESS

- A. Policy Manual: Section 2- Circulation *
- B. Resolution: Budget Amendment*

9. LIAISON REPRESENTATIVE COMMENTS

10. PUBLIC COMMENTS**

11. BOARD MEMBERS COMMENTS

12. MEETING DATES

Next Regular Meeting: Thursday, September 19, 2024 –Kent District Library Service + Meeting Center, 4:30 PM

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.”

LOCATION

Kent District Library Comstock Park Branch 3943 West River Drive NE, Comstock Park, MI 49321

DATE + TIME

Thursday, July 18, 2024, at 4:30 PM.

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

BOARD ABSENT: None.

STAFF PRESENT: Craig Buno, Jaci Cooper, Jennifer DeVault, Randy Goble, Kim Lindsay, Elvia Myers, Lance Werner and Penni Zurgable

GUESTS PRESENT: None noted.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda.
- B. Approval of Minutes: June 20, 2024
- C. LLC Meeting Minutes: May 9, 2024
- D. Request: Comstock Park Branch request for late closure on Friday, August 9 for the annual Comstock Park Community Celebration.

Motion: Ms. Gilreath-Watts moved to approve the consent agenda as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

4. 2023 AUDIT REPORT – Maner Costerisan

- Interim Director of Finance Kim Lindsay introduced Bethany Verble from Maner Costerisan, expressing gratitude to the KDL Finance Department and Human Resource for their hard work on the 2023 KDL Audit. Ms. Verble provided a briefing on the audit results, covering the financial statements' unmodified opinion, the required governance letter communication, the adoption of GASB 87 Leases, and significant estimates including pension assets, compensated absences, and capital assets.

5. REGIONAL MANAGER UPDATE – Regional Manager I Penni Zurgable welcomed everyone to the Comstock Park Branch.

- The staff of the Comstock Park Branch wholeheartedly embraces its community, which is known for its close-knit nature and multigenerational residents. This strong community spirit inspired the recent creation of a community mural on the building. Led by a dedicated committee of local members who selected the artist, the entire community came together to paint the mural, guided by the talented painter, Rhiannan Sibbald, who sketched and added the final touches.
- The librarians have successfully integrated into the fabric of the Comstock Park family. Comstock Park Librarian Paula Wright knows the stories of most of the regular patrons. She has assisted them in setting up accounts on healthcare websites, researching family history, and preparing wills and other legal documents. She always remembers to ask about their grandchildren's latest game. Paula also visits two local senior housing facilities, bringing the perfect books and engaging in meaningful conversations with the residents.
- Comstock Branch Librarians Dave Fletcher and Mikki Henry have become local celebrities. Dave, who lives nearby, is often recognized by children at the grocery store with greetings like, "Hi Mr. Fletcher!" or "I saw you at my school!" due to his frequent Storytime sessions and visits to Comstock Park schools. As a member of KDL's EDI workgroup, Dave has played a significant role in representing KDL at the Grand Rapids Pride Festival and will be part of the crew for the Dragon Boat race at the Global Water Festival, supporting the One Community partnership with the AAPI community. Mikki Henry, fluent in Spanish, is an invaluable resource for the large Spanish-speaking population, assisting in the library, at outreach events, and leading KDL's only remaining Spanish Storytime.
- The KDL Comstock Park Branch team also includes Emmett Hein, who created the fantastic Summer Wonder decorations, alongside welcoming and caring staff members McKenzie Smith, Emily Napier, Sandy Feutz, and Sarah VanTassell.

The Board members asked questions. The staff responded.

6. FINANCE REPORTS – June 2024*

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

- This month, the voided check report has been included, which covers all relevant items from February to June.
- At the end of June, cash totaled just under \$23M. KDL liquidated \$1.5M from its liquidity investments at Huntington for operational cash flow, which is typical since the property tax revenue stream concluded in early June. Investment returns remain very healthy.
- As of the end of June, revenues totaled \$27.1 million, reaching 95% of the annual budget. The remaining revenue line items to be collected include Penal Fines and outstanding State Aid components, including the personal property tax

reimbursement from Treasury. All revenue categories are meeting their budgeted targets, with several poised to surpass initial projections.

- Expenditures through June totaled \$15.2 million, representing half of the annual budget. Overall, spending is aligned with the initial budget. The Collection Department has front-loaded digital collection purchases while underspending on the physical collection to match patron preferences. During the first budget amendment, they may request funds to reallocate between these two areas.
- Disbursements over \$50,000 for the month:
 - Overdrive, Inc – \$400,000 – deposit for digital collection
 - Midwest Tape – \$185,371.32 – collection purchases
 - Priority Health – \$103,423.30 – health and prescription claims
 - Baker & Taylor – \$59,895.78 – collection materials
 - Ingram Library Services – \$57,995.54 – collection materials

The Board members asked questions. The staff responded.

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

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried.

7. DIRECTOR’S REPORT – June 2024

Executive Director Lance Werner highlighted the following items:

- The updated displays are visually appealing and make full use of our collection's potential. KDL's collections are excellently represented.
- The MarCom Department is doing an outstanding job, and the “I Love My Library” campaign is amazing.

8. OLD BUSINESS

A. Policy Manual: Section 3 Facilities and Operations*

Motion: Ms. Chrenka proposed approving the Policy Manual: Section 3 Facilities and Operations as presented.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

9. NEW BUSINESS

A. Policy Manual: Section 1 Collection and Reference*

Motion: Ms. Dykhuis proposed to defer Policy Manual: Section 1 Collection and Reference as presented.

Support: Supported by Mr. Gilreath Watts.

RESULT: Motion carried.

B. Strategic Plan & KPI Quarter 2 Review

Director of Projects & Planning Jaci Cooper gave an in-depth update on the Strategic Plan & KPI Quarter 2 Review.

10. LIAISON REPRESENTATIVE COMMENTS – None

11. PUBLIC COMMENTS – None**

12. MEETING DATES

Next Regular Meeting: Thursday, August 15, 2024 – Kent District Library Service and Meeting Center 4:30 PM

13. BOARD COMMENTS

Ms. Chrenka – Ms. Chrenka attended the Tyrone Township Board meeting to present the \$50K Jerry Kline Award fund contribution. She also enjoyed visiting the Comstock Park Branch, where she experienced exceptional service.

Ms. Lintemuth – None.

Mr. Dykhuis – None.

Ms. Gilreath-Watts – Ms. Gilreath-Watts attended the opening of Cascade Friendship Park and was impressed by its features. She also attended the City of Wyoming Community report.

Chair Erlewein – None.

Ms. Moyer Hotz – Ms. Moyer Hotz attended the Cascade Friendship Park opening and enjoyed seeing KDL staff there. The park is state-of-the-art. The “I Love My Library” signs and bags were a hit, and the Big Green Monster is an impressive machine. KDL is truly leading the way.

Ms. Tazelaar – Ms. Tazelaar visited the Caledonia Township Branch on the first day of the Summer Wonder prize pickup and was delighted by the children's excitement. She noted the dedication of the library staff. She also attended the KDL Community Reports for the Village of Caledonia and the City of Kentwood, where she was impressed by the strong support from local leaders and the significant admiration for the Regional Managers and the library.

Ms. Weller – Ms. Weller reviewed the agenda for the Board of Trustees retreat.

14. ADJOURNMENT

Motion: Mr. Dykhuis moved for adjournment at 5:39 PM.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

A handwritten signature in black ink, appearing to read "Sandra M." followed by a long horizontal flourish.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, July 11, 2024 at 9:30 a.m.
Kent District Library Service Center

Present: John McNaughton (GRPL), Ron Suszek (MADL), Diane Kooiker (HDL), Jessica Hunt (NG), Lance Werner (KDL), Dale Parus (IC), Rob Bristow (OG), Maggie McKeithan (OS), Joe Zappacosta (SM)

Lakeland Staff Present: Carol Dawe, Ann Langlois, Amber McLain

Absent: None

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:30. by Lance Werner.
- 2) **APPROVAL OF AGENDA:** John McNaughton, supported by Rob Bristow, to approve the agenda as presented - *motion carried.*
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** Ron Suszek moved, supported by Jessica Hunt, to approve the board minutes from May 9– *motion carried.*
- 6) **FINANCIAL REPORT:**
 - a) May Financials and Check Register: Diane Kooiker moved, supported by Rob Bristow, to approve the May Financials as presented - *motion carried.*
 - b) June Financials and Check Register: John McNaughton moved, supported by Diane Kooiker, to approve the June Financials as presented - *motion carried.*
- 7) **PRESIDENT'S REPORT**
 - a) Nothing to report.
- 8) **DIRECTOR'S REPORT**
 - a) Carol reported that she will go on vacation next week.
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Committee minutes included for information.
- 10) **PUBLIC COMMENTS:**
 - a) No Public Comments.
- 11) **BOARD MEMBER COMMENTS:**
 - a) John McNaughton reported that GRPL is hitting record numbers for their summer reading program and they are in the second round of assistant director interviews.
 - b) Ron Suszek shared information on a visiting author program.
 - c) Diane Kooiker shared information about a program coordinated with the Sesame Workshop about difficult conversations with kids.
 - d) Jessica Hunt had nothing to share.
 - e) Rob Bristow shared that summer reading is going well.
 - f) Dale Parus shared that summer reading is going well.
 - g) Maggie McKeithan shared that one of the state's biggest flower shows will be at Spring Lake next Friday.
 - h) Joe Zappacosta shared that Hackley is nearing the end of the several hiring processes.
 - i) Amber McLain added that OG has a new youth services librarian.
- 12) **NEXT MEETING:** Thursday, August 8, 2024, at 9:30 a.m. at Kent District Library Service Center.
- 13) **ADJOURNMENT:** Rob Bristow moved, supported by John McNaughton, to adjourn at 9:39 - *motion carried.*

Respectfully submitted by,
 Amber McLain



Tuesday, August 6, 2024

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

Dear KDL Board of Trustees:


I am writing to you to request permission to close the Alpine Branch on Friday, November 29, 2024.

Alpine Township would like to give a thorough cleaning to the carpet throughout the building.

The branch would reopen with regular hours on Saturday, November 30. We are requesting that the KDL Board of Trustees close the Alpine Township Branch to complete this cleaning.

Thank you for your consideration.

Sincerely,

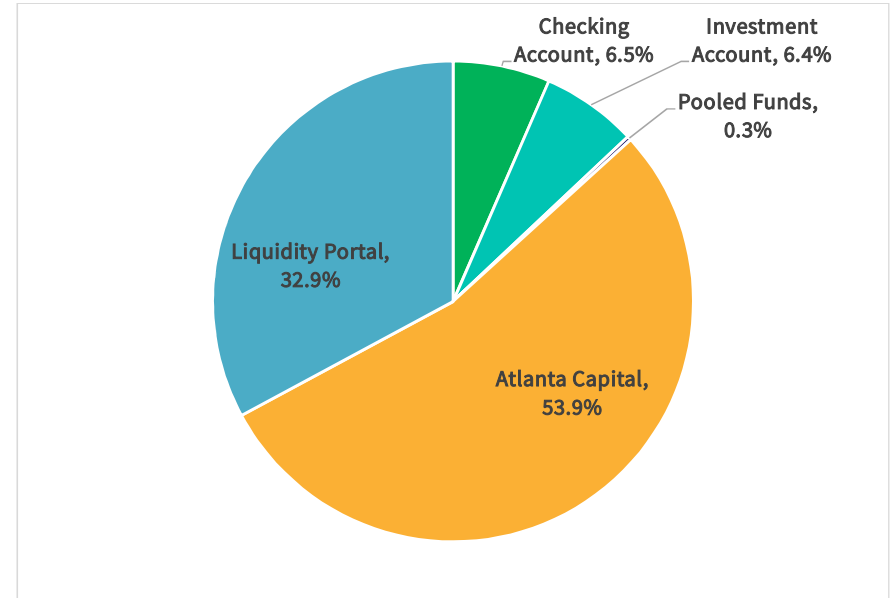
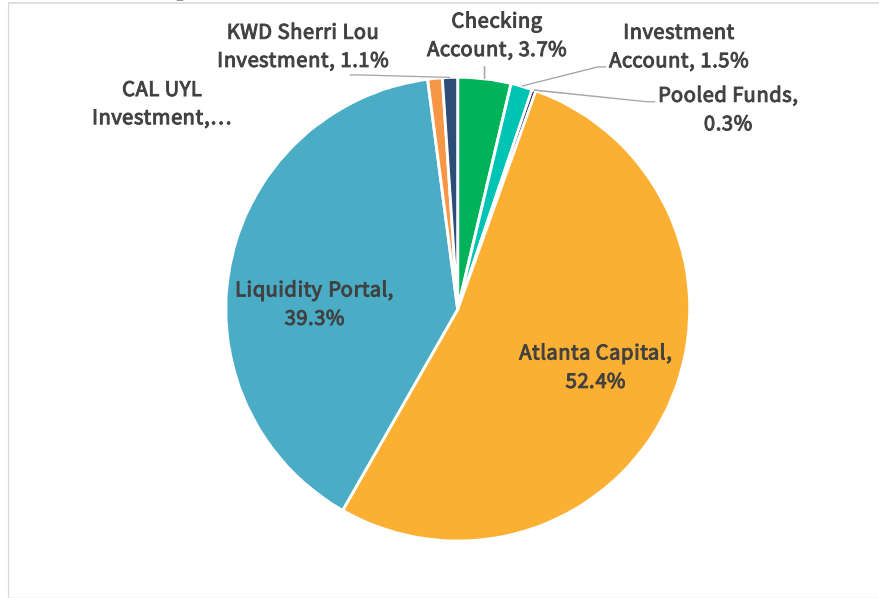
 Liz Knapp

Regional Manager I
Alpine, Tyrone Township and Walker Branches

CC: Lance Werner, KDL Executive Director



Monthly Cash Position Per Bank Month Ended July 2024



2024		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$770,396.09
Huntington Investment Account	3.289%	\$313,195.62
*Kent County Pooled Funds	3.774%	\$59,214.63
Atlanta Capital Investments		\$11,024,949.00
Huntington Liquidity Portal	5.220%	\$8,281,096.16
Caledonia UYL Investment	5.200%	\$209,032.92
KWD Sherri Lou Investment	5.200%	\$223,659.85
KDL Community Scholarship Fund	5.220%	\$178,269.11
		\$21,059,813.38

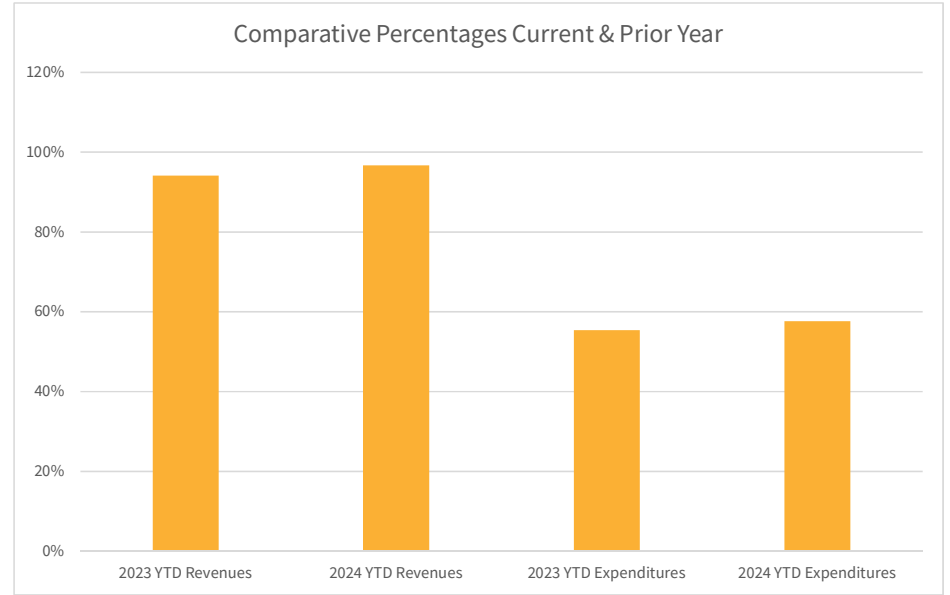
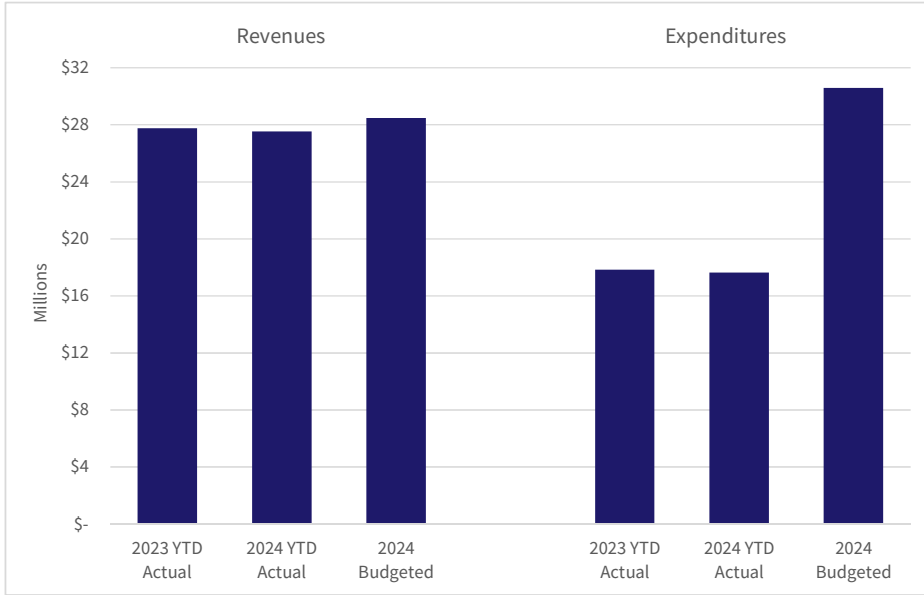
2023		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$1,425,749.89
Huntington Investment Account	1.004%	\$1,407,919.54
*Kent County Pooled Funds	3.924%	\$57,066.95
Atlanta Capital Investments		\$11,770,145.00
Huntington Liquidity Portal		\$7,179,339.34
		\$21,840,220.72

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month Ended July 2024



Budget to Actual with Prior Year Comparison		
Revenues		
2023 YTD Actual	\$	27,759,355
2024 YTD Actual	\$	27,546,110
2024 Budgeted	\$	28,484,689
Expenditures		
2023 YTD Actual	\$	17,848,103
2024 YTD Actual	\$	17,632,868
2024 Budgeted	\$	30,595,677

Comparative Percentages Current & Prior Year	
Account	Amount
2023 YTD Revenues	94.2%
2024 YTD Revenues	96.7%
2023 YTD Expenditures	55.4%
2024 YTD Expenditures	57.6%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2024 Through 7/31/2024
(In Whole Numbers)

	2024 YTD Actual	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	25,531,289	25,595,017	(63,728)	(0)%
Penal Fines	0	630,000	(630,000)	(100)%
Charges for Services	25,222	38,000	(12,778)	(34)%
Interest Income	654,613	400,000	254,613	64 %
Public Donations	523,518	400,000	123,518	31 %
Other Revenue	322,170	353,000	(30,830)	(9)%
State Sources	489,299	1,068,672	(579,373)	(54)%
Total Revenues	<u>27,546,110</u>	<u>28,484,689</u>	<u>(938,579)</u>	<u>(3)%</u>
Expenditures				
Salaries and Wages	7,496,509	14,450,238	6,953,729	48 %
Employee Benefits	2,163,498	4,024,338	1,860,840	46 %
Collections - Digital	2,208,927	2,936,317	727,390	25 %
Collections - Physical	1,071,182	2,054,176	982,994	48 %
Supplies	367,431	724,835	357,404	49 %
Contractual and Professional Services	1,637,087	2,181,095	544,008	25 %
Programming and Outreach	299,481	497,015	197,534	40 %
Maintenance and Utilities	1,370,721	2,441,763	1,071,042	44 %
Staff Development	115,016	302,640	187,624	63 %
Board Development	12,526	15,000	2,474	16 %
Other Expenditures	330,324	399,632	69,308	17 %
Capital Outlay	560,165	568,628	8,463	1 %
Total Expenditures	<u>17,632,868</u>	<u>30,595,677</u>	<u>12,962,809</u>	<u>42 %</u>
Excess Revenue Over (Under)	9,913,242	(2,110,988)	12,024,230	(570)%
Expenditures				

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 7/1/2024 Through 7/31/2024
(In Whole Numbers)

	2024 YTD Actual	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	1,996	0	1,996	0 %
Public Donations	176,724	0	176,724	0 %
Total Revenues	<u>178,720</u>	<u>0</u>	<u>178,720</u>	<u>0 %</u>
Excess Revenue Over (Under)	178,720	0	178,720	0 %
Expenditures				

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2024 Through 7/31/2024
(In Whole Numbers)

	YTD Ending July 31, 2024	YTD Ending July 31, 2023	Total Variance
Revenues			
Property Taxes	25,531,289	26,445,197	(913,908)
Charges for Services	25,222	22,115	3,107
Interest Income	654,613	444,517	210,096
Public Donations	523,518	372,607	150,911
Other Revenue	322,170	212,644	109,526
State Sources	489,299	262,275	227,023
Total Revenues	<u>27,546,110</u>	<u>27,759,355</u>	<u>(213,245)</u>
Expenditures			
Salaries and Wages	7,496,509	7,374,100	122,409
Employee Benefits	2,163,498	2,286,877	(123,378)
Collections - Digital	2,208,927	1,840,440	368,487
Collections - Physical	1,071,182	1,101,078	(29,896)
Supplies	367,431	402,491	(35,059)
Contractual and Professional Services	1,637,087	1,508,341	128,746
Programming and Outreach	299,481	236,788	62,693
Maintenance and Utilities	1,370,721	1,896,466	(525,745)
Staff Development	115,016	162,972	(47,956)
Board Development	12,526	15,900	(3,373)
Other Expenditures	330,324	381,117	(50,793)
Capital Outlay	560,165	641,535	(81,370)
Total Expenditures	<u>17,632,868</u>	<u>17,848,103</u>	<u>(215,236)</u>
Excess Revenue Over (Under) Expenditures	<u>9,913,242</u>	<u>9,911,252</u>	<u>1,991</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 7/1/2024 Through 7/31/2024
(In Whole Numbers)

	YTD Ending July 31, 2024	YTD Ending July 31, 2023	Total Variance
Revenues			
Interest Income	1,996	0	1,996
Public Donations	176,724	0	176,724
Total Revenues	178,720	0	178,720
Excess Revenue Over (Under) Expenditures	178,720	0	178,720

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2024 Through 7/31/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402	616	25,352,771	25,339,532	13,239	0 %
4412	23	2,986	10,000	(7,014)	(70)%
4432	2,137	30,522	30,000	522	2 %
4437	0	145,009	215,485	(70,476)	(33)%
	<u>2,776</u>	<u>25,531,289</u>	<u>25,595,017</u>	<u>(63,728)</u>	<u>(0)%</u>
Penal Fines					
4581	0	0	630,000	(630,000)	(100)%
	<u>0</u>	<u>0</u>	<u>630,000</u>	<u>(630,000)</u>	<u>(100)%</u>
Charges for Services					
4660	(95,803)	1,229	0	1,229	0 %
4685	3,691	23,993	38,000	(14,007)	(37)%
	<u>(92,112)</u>	<u>25,222</u>	<u>38,000</u>	<u>(12,778)</u>	<u>(34)%</u>
Interest Income					
4662	919	6,250	0	6,250	0 %
4663	983	3,505	0	3,505	0 %
4664	205	1,155	0	1,155	0 %
4665	258,031	642,093	400,000	242,093	61 %
4666	24	1,610	0	1,610	0 %
	<u>260,162</u>	<u>654,613</u>	<u>400,000</u>	<u>254,613</u>	<u>64 %</u>
Public Donations					
4673	48,168	503,471	400,000	103,471	26 %
4674	11,141	20,047	0	20,047	0 %
	<u>59,309</u>	<u>523,518</u>	<u>400,000</u>	<u>123,518</u>	<u>31 %</u>
Other Revenue					
4502	15,795	211,964	350,000	(138,036)	(39)%
4651	0	458	0	458	0 %
4668	(155)	1,988	0	1,988	0 %
4686	100	2,307	0	2,307	0 %
4688	135	763	3,000	(2,237)	(75)%
4695	0	104,690	0	104,690	0 %
	<u>15,875</u>	<u>322,170</u>	<u>353,000</u>	<u>(30,830)</u>	<u>(9)%</u>
State Sources					
4540	227,101	448,226	431,600	16,626	4 %
4541	20,537	41,073	41,072	1	0 %
4548	0	0	76,000	(76,000)	(100)%
4549	0	0	520,000	(520,000)	(100)%
	<u>247,638</u>	<u>489,299</u>	<u>1,068,672</u>	<u>(579,373)</u>	<u>(54)%</u>
Total Revenues	<u>493,647</u>	<u>27,546,110</u>	<u>28,484,689</u>	<u>(938,579)</u>	<u>(3)%</u>
Expenditures					
Salaries and Wages					
5700	240	1,770	3,900	2,130	55 %
5706	350	2,500	0	(2,500)	0 %
5713	1,038,535	7,492,239	14,446,338	6,954,099	48 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2024 Through 7/31/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
Total Salaries and Wages	1,039,125	7,496,509	14,450,238	6,953,729	48 %
Employee Benefits					
5709 FICA	75,964	550,103	1,105,145	555,042	50 %
5717 Defined Contribution Pension Plan Contributions	48,368	346,541	507,693	161,152	32 %
5718 Employee Health Benefits	165,637	848,598	1,928,700	1,080,102	56 %
5720 HSA/Flex	0	367,000	392,000	25,000	6 %
5730 Other Employee Benefits	4,879	51,255	90,800	39,545	44 %
Total Employee Benefits	294,849	2,163,498	4,024,338	1,860,840	46 %
Collections - Digital					
5785 Cloud Library/OverDrive	0	1,307,250	1,943,500	636,250	33 %
5786 Hoopla	0	527,250	605,000	77,750	13 %
5787 Digital Collection	1,717	137,792	151,657	13,865	9 %
5788 Miscellaneous Electronic Access	34,904	236,636	236,160	(476)	(0)%
Total Collections - Digital	36,621	2,208,927	2,936,317	727,390	25 %
Collections - Physical					
5791 Subscriptions	(36)	69,232	81,540	12,309	15 %
5815 KDL Cruisers	0	5,500	10,100	4,600	46 %
5871 Branch Local Materials - Restricted Donation Expenditures	34	2,980	0	(2,980)	0 %
5982 Collection Materials - Depreciable	113,263	790,387	1,538,474	748,087	49 %
5983 CD/DVD Collection Materials - Non-Depreciable	34,543	188,527	384,062	195,535	51 %
5984 Beyond Books Collection - Non-Depreciable	2,541	14,557	40,000	25,443	64 %
Total Collections - Physical	150,345	1,071,182	2,054,176	982,994	48 %
Supplies					
5750 Collection Processing & AV Supplies	8,763	70,054	113,690	43,636	38 %
5751 Supplies	8,373	59,992	150,815	90,823	60 %
5760 Technology & Accessories <\$1000	737	6,693	59,040	52,347	89 %
5764 KDL Staff Event, Supplies & Awards	1,509	14,240	31,950	17,710	55 %
5768 Promotions Supplies	0	14,023	30,835	16,812	55 %
5770 Other Awards/Prizes	10,607	89,162	215,325	126,163	59 %
5790 Books (not for circulation)	27	19,826	30,485	10,659	35 %
5851 Mail/Postage	10,692	24,218	7,695	(16,523)	(215)%
5900 Copier/Printer Usage Charges	12,581	69,224	85,000	15,776	19 %
Total Supplies	53,288	367,431	724,835	357,404	49 %
Contractual and Professional Services					
5792 Software	142,812	529,210	635,265	106,055	17 %
5801 Professional & Other Contracted Services	39,673	398,036	576,990	178,954	31 %
5813 Delivery Services	18,714	93,910	161,717	67,807	42 %
5814 Security Services	1,952	9,679	28,000	18,321	65 %
5817 Lakeland Library Co-op services	0	3,253	6,505	3,252	50 %
5827 Catering	757	4,795	29,850	25,055	84 %
5873 Website	136	167,936	158,700	(9,236)	(6)%
5875 Advertising	48,014	107,041	113,250	6,209	5 %
5890 ILS Fees	0	116,517	159,771	43,254	27 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2024 Through 7/31/2024
(In Whole Numbers)

		Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
5891	Licenses and Fees	15,883	104,058	189,047	84,989	45 %
5901	Outsourced Printing & Publishing	5,003	102,652	122,000	19,348	16 %
	Total Contractual and Professional Services	272,944	1,637,087	2,181,095	544,008	25 %
	Programming and Outreach					
5795	Programming & Outreach Supplies	12,331	72,985	199,850	126,865	63 %
5885	Speakers/Performers	81,489	208,382	277,150	68,768	25 %
5906	Community Outreach	(3)	18,113	20,015	1,902	10 %
	Total Programming and Outreach	93,817	299,481	497,015	197,534	40 %
	Maintenance and Utilities					
5810	IT COLO Infrastructure Services	5,850	266,256	600,000	333,744	56 %
5822	Maintenance Contracts	3,098	8,280	53,199	44,919	84 %
5848	Mobile Hotspots	58,270	226,670	398,844	172,174	43 %
5849	Cell Phones/ Stipends	2,678	15,024	25,395	10,371	41 %
5850	Telephones	2,563	24,816	42,000	17,184	41 %
5852	Internet/Telecomm Services	38,126	95,519	150,460	54,941	37 %
5919	Waste Disposal	492	3,524	8,200	4,676	57 %
5920	Utilities	6,234	26,908	90,000	63,092	70 %
5925	Lawn care & Snowplowing	789	13,269	43,000	29,732	69 %
5928	Branch Maintenance Fees	141,526	424,577	564,786	140,210	25 %
5930	Repairs & Maintenance	3,030	35,786	94,870	59,084	62 %
5933	Software & IT Hardware Maintenance Agreements	0	93,728	138,000	44,272	32 %
5940	Rentals & Leases	1,406	136,365	233,009	96,644	41 %
	Total Maintenance and Utilities	264,062	1,370,721	2,441,763	1,071,042	44 %
	Staff Development					
5910	Staff Development & Conferences	6,975	115,016	302,640	187,624	63 %
	Total Staff Development	6,975	115,016	302,640	187,624	63 %
	Board Development					
5908	Board Development	0	12,526	15,000	2,474	16 %
	Total Board Development	0	12,526	15,000	2,474	16 %
	Other Expenditures					
5759	Gas, Oil, Grease	412	2,700	8,160	5,460	67 %
5860	Parking	141	579	2,765	2,186	79 %
5861	Mileage Reimbursement	2,721	25,486	58,950	33,464	57 %
5870	Branch Local Misc - Restricted Donation Expenditures	18,332	110,841	93,800	(17,041)	(18)%
5907	Sponsorships/Donations	0	2,172	10,675	8,503	80 %
5935	Insurance	4,430	123,334	114,482	(8,852)	(8)%
5939	Workers Compensation Insurance	0	25,339	41,000	15,661	38 %
5955	Miscellaneous	(199)	1,674	36,100	34,426	95 %
5959	Sales Taxes	25	(86)	100	186	186 %
5964	Property Tax Reimbursement	136	37,189	30,000	(7,189)	(24)%
5965	MEL Return Items	58	1,096	3,600	2,504	70 %
	Total Other Expenditures	26,056	330,324	399,632	69,308	17 %
	Capital Outlay					
5977	Technology - Non-Depreciable (\$1000-4999)	0	49,944	72,450	22,506	31 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 7/1/2024 Through 7/31/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Original Budget	2024 Original Budget to Actual Variance	Percent Remaining
5978 Technology - Depreciable (5,000+)	227,464	478,922	476,178	(2,744)	(1)%
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	0	0	20,000	20,000	100 %
5980 Equipment/Furniture - Depreciable (\$5000+)	0	31,298	0	(31,298)	0 %
Total Capital Outlay	<u>227,464</u>	<u>560,165</u>	<u>568,628</u>	<u>8,463</u>	<u>1 %</u>
Total Expenditures	<u>2,465,548</u>	<u>17,632,868</u>	<u>30,595,677</u>	<u>12,962,809</u>	<u>42 %</u>
Excess Revenue Over (Under) Expenditures	<u>(1,971,901)</u>	<u>9,913,242</u>	<u>(2,110,988)</u>	<u>12,024,230</u>	<u>(570)%</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 7/1/2024 Through 7/31/2024
(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>
Revenues					
Interest Income					
4663 Interest Earned on Investment	785	1,996	0	1,996	0 %
Total Interest Income	785	1,996	0	1,996	0 %
Public Donations					
4673 Restricted donations	160	176,724	0	176,724	0 %
Total Public Donations	160	176,724	0	176,724	0 %
Total Revenues	945	178,720	0	178,720	0 %
Excess Revenue Over (Under) Expenditures	945	178,720	0	178,720	0 %

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 7/1/2024 Through 7/31/2024

Check Number	Vendor Name	Check Amount	Check Date
2024-1795	Envisionware, Inc.	222,963.85	7/24/2024
2024-1826	Ingram Library Services Llc	69,072.61	7/24/2024
2024-1827	IP Consulting, Inc.	43,795.03	7/24/2024
2024-1732	Business Management Systems, Inc.	43,655.82	7/11/2024
2024-1761	Ingram Library Services Llc	40,401.44	7/11/2024
2024-1738	Everstream Holding LLC- Michigan	35,591.50	7/11/2024
88108	Midwest Collaborative For Library Services	34,904.10	7/24/2024
88037	Faronics	33,540.00	7/11/2024
2024-1771	RNL Graphics Solutions, LLC	25,284.00	7/11/2024
88031	City Of Wyoming - Treasurer's Office	20,513.50	7/11/2024
88028	City Of Kentwood Treasurer	20,482.50	7/11/2024
88114	Pam Spring Advertising, Llc	18,235.00	7/24/2024
2024-1740	Holland Litho Printing Services	15,147.15	7/11/2024
88026	City Of East Grand Rapids	13,475.00	7/11/2024
2024-1770	Rehmann Robson LLC	13,400.00	7/11/2024
2024-1785	Baker & Taylor	13,141.14	7/24/2024
88053	Plainfield Charter Township	12,565.50	7/11/2024
88107	Michigan Office Solutions (MOS)	12,456.52	7/24/2024
88027	City Of Grandville	11,624.00	7/11/2024
88024	Cascade Charter Township	10,956.50	7/11/2024
88013	Ada Township	10,320.50	7/11/2024
2024-1786	Hitachi Capital America Corp / Bibliotheca Credit	8,925.00	7/24/2024
2024-1773	Same Day Delivery, Inc	8,445.36	7/11/2024
2024-1730	Baker & Taylor	7,988.06	7/11/2024
88023	Caledonia Township	7,732.00	7/11/2024
2024-1762	FE Technologies / Invengo American Corp	7,436.00	7/11/2024
88082	Critter Barn	7,143.12	7/24/2024
2024-1791	Comerica Bank	6,831.91	7/24/2024
2024-1735	Comerica Bank	6,825.98	7/11/2024
88022	Byron Township	6,305.00	7/11/2024
88111	Nick Thomas Entertainment	6,005.00	7/24/2024
2024-1768	Midwest Tape LLC	5,910.86	7/11/2024
2024-1726	Adtegrity / Media Place Partners	5,818.51	7/11/2024
2024-1840	Same Day Delivery, Inc	5,470.29	7/24/2024
2024-1834	Midwest Tape LLC	5,290.47	7/24/2024
88055	Sabopr	5,066.39	7/11/2024
2024-1772	Rosetta Stone Communications	4,950.00	7/11/2024
2024-1764	Jania Taylor / Magic By Jania	4,950.00	7/11/2024
88038	Gaines Charter Township	4,630.00	7/11/2024
88057	Semcycle, Inc. / Cirque Amongus	4,550.00	7/11/2024
88123	William Wolf	4,500.00	7/24/2024
88060	Travelers	4,430.00	7/11/2024
88076	Cameron Zvara	4,425.00	7/24/2024
2024-1838	North Sky Raptor Sanctuary	4,420.00	7/24/2024
88030	City Of Rockford	4,277.50	7/11/2024
88073	Brad Stephen Lancaster	4,250.00	7/24/2024
88070	Andrew Vanden Heuvel/AVH Consulting	4,000.00	7/24/2024
88103	Marca Pettibone	4,000.00	7/24/2024
88040	Governmental Consultant Services Inc.	4,000.00	7/11/2024
88051	Nelson Township	3,943.00	7/11/2024
88029	City Of Lowell	3,870.50	7/11/2024
88066	Walker City Treasurer	3,800.00	7/11/2024
88083	David Critchlow / Critchlow Alligator Sanctuary	3,600.00	7/24/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 7/1/2024 Through 7/31/2024

Check Number	Vendor Name	Check Amount	Check Date
88075	BrightBenefits	3,376.75	7/24/2024
88113	Outdoor Discovery Center	3,190.00	7/24/2024
88119	Stephen Jack Laubaugh	3,100.00	7/24/2024
2024-1779	Xerox Financial Services LLC	2,904.22	7/11/2024
88054	Playaway Products LLC	2,864.13	7/11/2024
2024-1843	Thomas Klise/Crimson Multimedia	2,750.00	7/24/2024
88020	Bowne Township	2,736.00	7/11/2024
88122	Wendy Kuzma	2,600.00	7/24/2024
2024-1774	TelNet Worldwide, Inc.	2,562.75	7/11/2024
2024-1780	AMAZON CAPITAL SERVICES, INC	2,408.09	7/24/2024
88043	Kristen VanDussen	2,250.00	7/11/2024
2024-1776	Thomas Klise/Crimson Multimedia	2,200.00	7/11/2024
88102	Lions & Rabbits Center for the Arts	2,170.00	7/24/2024
88025	Chelsea Holley	2,160.00	7/11/2024
88019	Banner Life Insurance Company	2,104.99	7/11/2024
88117	Playaway Products LLC	2,025.13	7/24/2024
2024-1845	UAW Local 2600	1,968.46	7/24/2024
2024-1777	UAW Local 2600	1,932.92	7/11/2024
2024-1832	Lion Mice Productions, LLC.	1,800.00	7/24/2024
2024-1763	IP Consulting, Inc.	1,800.00	7/11/2024
88062	Tyrone Township	1,790.50	7/11/2024
88049	Matthew Eickhoff / Here's your host LLC	1,750.00	7/11/2024
88101	Kushner & Company Inc	1,721.09	7/24/2024
2024-1830	Library Ideas, Llc	1,717.20	7/24/2024
88086	Exotic Zoo	1,590.00	7/24/2024
2024-1829	Pre-Paid Legal Services, Inc.	1,510.40	7/24/2024
88017	Alpine Township	1,503.50	7/11/2024
88047	Lions & Rabbits Center for the Arts	1,500.00	7/11/2024
2024-1725	Abila / Community Brands Holdco, LLC	1,432.46	7/11/2024
2024-1769	TELUS HEALTH (US) LTD.	1,396.50	7/11/2024
88050	MLA- Michigan Library Association	1,370.00	7/11/2024
2024-1727	AMAZON CAPITAL SERVICES, INC	1,362.17	7/11/2024
2024-1828	Kalamazoo Sanitary Supply / KSS Enterprises	1,357.88	7/24/2024
2024-1733	Central Michigan Paper	1,320.00	7/11/2024
2024-1789	Central Michigan Paper	1,320.00	7/24/2024
88021	Bubbles r Fun LLC	1,250.00	7/11/2024
88015	Alex Thomas and Friends	1,200.00	7/11/2024
88110	Morgan Hanks	1,200.00	7/24/2024
2024-1736	DK Security	1,188.32	7/11/2024
88105	Mermaid Molly Entertainment LLC	1,142.00	7/24/2024
88065	Wade Gugino / GooGenious, LLC	1,100.00	7/11/2024
88063	Unique	1,085.32	7/11/2024
2024-1837	Nicole Zaagman Enterprises, LLC	1,037.50	7/24/2024
88033	Corinne Roberts Illustration, LLC	1,000.00	7/11/2024
88058	Spencer Township	1,000.00	7/11/2024
88074	Brian Mortimore	936.89	7/24/2024
2024-1831	Lindenmeyr Munroe	931.33	7/24/2024
88046	LeonardoMusic LLC	900.00	7/11/2024
88067	West Bend Mutual Insurance Company	888.00	7/11/2024
2024-1835	Nationwide	882.62	7/24/2024
2024-1849	Xerox Financial Services LLC	815.64	7/24/2024
88016	All Season Lawn Care	789.25	7/11/2024
88109	MLA- Michigan Library Association	775.00	7/24/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 7/1/2024 Through 7/31/2024

Check Number	Vendor Name	Check Amount	Check Date
88088	Andrew Thomas Schultz	757.10	7/24/2024
88071	BattleGR	750.00	7/24/2024
88034	Donald Snoeyink / Thornapple Woodlands, LLC	750.00	7/11/2024
88059	Ten Finger Fish	718.00	7/11/2024
88069	Affordable Limousine LLC	649.75	7/24/2024
88116	Plainfield Charter Township	643.19	7/24/2024
88097	John Ball Zoo	639.00	7/24/2024
88089	Gordon M Russ Sr./Gordon the Magician	600.00	7/24/2024
88104	Martha Dubois	600.00	7/24/2024
88064	Vanguard Fire & Security Systems Inc	543.62	7/11/2024
88084	Elyssa Nicole Steward	542.61	7/24/2024
2024-1775	The Murder Mystery Company	539.50	7/11/2024
88061	Troost Service Company	498.80	7/11/2024
88035	Dynamic West School Assemblies	495.00	7/11/2024
88036	Dynamic West School Assemblies	495.00	7/11/2024
2024-1734	Cloud 616 LLC	450.00	7/11/2024
2024-1796	Cengage Learning	447.88	7/24/2024
2024-1848	Wolverine Printing Company	430.30	7/24/2024
88095	Jennifer Marie Schultz	425.00	7/24/2024
2024-1793	DK Security	424.40	7/24/2024
88121	TMC Furniture, Inc.	423.00	7/24/2024
88099	K & S Plumbing Co., Inc.	393.28	7/24/2024
2024-1739	Cengage Learning	385.47	7/11/2024
2024-1847	Warner Norcross & Judd Llp	370.00	7/24/2024
2024-1731	Blackstone Audio Inc	353.20	7/11/2024
88012	Absopure Water Company	350.95	7/11/2024
2024-1792	Cross Ventures/Fish Window Cleaning	350.00	7/24/2024
88041	Graphic Arts Service & Supply	341.69	7/11/2024
88106	Michelle Roossien	340.96	7/24/2024
88032	Comstock Park Rotary	317.00	7/11/2024
88092	J.Appleseed/Creative Library Sales	311.40	7/24/2024
88085	Emily Whalen	299.66	7/24/2024
2024-1778	Vital Records Holdings, LLC / VRC Companies, LLC	286.59	7/11/2024
2024-1765	Lindenmeyr Munroe	283.50	7/11/2024
88080	Christopher Swinson / Mycophiles Garden LLC	250.00	7/24/2024
88014	AED Authority	245.00	7/11/2024
2024-1787	Blackstone Audio Inc	229.98	7/24/2024
88044	Lance Werner	227.00	7/11/2024
88120	Therapeutic Horse Connection / Karin's Horse Connection	219.00	7/24/2024
88098	Joyful Wildcrafting/Lea Kay Sevigny	200.00	7/24/2024
2024-1839	Performance Assessment Network	200.00	7/24/2024
88052	Orkin LLC/Rollins, Inc.	193.07	7/11/2024
2024-1846	Voices for Health, Inc.	154.31	7/24/2024
88068	Absopure Water Company	144.00	7/24/2024
88093	Jenipha Sokolowski / VerityBeautyGr LLC	140.00	7/24/2024
88112	Occupational Health Centers of Michigan, P.C.	136.00	7/24/2024
2024-1737	Everlasting Green Plantscape LLC	120.00	7/11/2024
2024-1781	Andrew Erlewein	114.82	7/24/2024
88090	Grainger	103.78	7/24/2024
88118	Southfield Public Library, ATTN: Diane Mulhinch	86.00	7/24/2024
2024-1842	Sheri Gilreath-Watts	71.54	7/24/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 7/1/2024 Through 7/31/2024

Check Number	Vendor Name	Check Amount	Check Date
88018	Alvah N Belding Memorial Library	71.00	7/11/2024
88094	Jennifer German	58.98	7/24/2024
88048	Madelyn Besaw	57.86	7/11/2024
2024-1836	Nicole Lintemuth	57.20	7/24/2024
2024-1844	Tracy Chrenka	55.86	7/24/2024
2024-1788	Carla Hotz	50.10	7/24/2024
88072	Bloom Sluggett, PC	50.00	7/24/2024
88087	Foster, Swift, Collins & Smith, P.C.	49.00	7/24/2024
88100	Katie Johnson	48.92	7/24/2024
88045	Lectorum Publications	48.00	7/11/2024
88078	Center Point Publishing	47.94	7/24/2024
88115	Peter Dykhuis	47.29	7/24/2024
2024-1794	Ebsco Information Services	44.70	7/24/2024
2024-1841	Sarah Ann Weller	34.69	7/24/2024
88039	Genesee District Library	32.00	7/11/2024
2024-1790	Christina Tazelaar	30.00	7/24/2024
88079	Christine Paige	27.77	7/24/2024
88081	Cornerstone University	27.00	7/24/2024
88042	Holly Goulet	25.41	7/11/2024
88056	Saginaw Valley State University	25.00	7/11/2024
88077	Caroline Deja	17.99	7/24/2024
88091	Grainger	16.92	7/24/2024
88096	Jessica Salo	16.23	7/24/2024
Report Total		1,004,962.83	

Director's Report July 2024



Gaines + Kentwood

The Gaines Township and Kentwood Branches not only offer engaging and enjoyable programs but also have warm and inviting features that encourage community members to connect and enjoy themselves. The Gaines Township branch includes a puzzle library and a puzzle table, which are frequently used by individuals working together on puzzles. An informal knitting group also meets at this branch on Saturdays, providing a space for people to connect over a shared interest.

At the Kentwood branch, patrons can enjoy a large and inviting fireplace on the quiet second floor, perfect for cozying up with a good book during the winter. The second floor also features a full back wall with an extensive puzzle library and a nearby community puzzle table. Additionally, the City of Kentwood maintains a Little Free Pantry at this branch, offering food assistance and fostering a sense of the library as a "third place" where the community can find support and connection.

KELLOGGSVILLE + WYOMING

The Wyoming Branch is a beautiful and relaxing building with large windows overlooking mature oak trees. We have fireplaces, comfortable seating, large tropical plants, a water feature, art gallery, and large play area. Our Quiet Reading Room, reading nooks, and study rooms are enjoyed by patrons. A patron once said that during an illness, she would come to the library to enjoy the beautiful atmosphere, and it made her feel better. We offer jigsaw and word puzzles, and coloring pages for patrons wanting a calm activity and the children's area features fun activities for both children and teens. The teen area has a chess set and many other board games for teens and families to enjoy. Many patrons come to the library daily to sit and read, chat with a friend, meet with clients, etc.

The Kelloggsville Branch also features two story windows, comfortable seating areas, and activities for teens and families. Teens enjoy hanging out in the library to socialize at lunchtime and after school, and they love playing video games on the public computers. The branch has an intimate neighborhood feel and staff members get to know area residents very well. It is common to see many bikes strewn all over the sidewalk leading up to the branch during the summertime as many children bike or walk to the library from their homes. During the summer families head to the library to pick up free lunches, enjoy the WonderKnook area, and attend summer programming. Board games are popular at Kelloggsville.

Director's Report July 2024

KRAUSE, NELSON, SPENCER

The Krause Memorial, Nelson, and Spencer Branches provide much needed resources and space to many in these communities. Many patrons will come to the branch and stay for hours---attending a program, playing in the play space, grabbing a free lunch for their kids, and chatting with their neighbors and library staff to feel community connection.

The Spencer and Nelson Branches provide service to small, rural communities where many residents are without reliable access to internet and/or a printer, which are considered necessities in our modern world. Many patrons also come to enjoy the free programs available for all ages in communities where entertainment opportunities are limited. While access to wifi and free programming bring many people to the branches, they often stay and become regular patrons because of the welcoming experience they receive from KDL staff.

At the Krause Memorial Branch, the library is the heart of the city, both in location and in patrons' hearts. It's a convenient location to pop in for some reading/listening/viewing material or meet up with friends and neighbors while enjoying a program or the signature WonderKnook play space.

In short, patrons come to all three Branches to feel a connection to the world.



Featured Department

Board of Trustees

Tracy Chrenka

On a scorching hot day several weeks ago, I used the Comstock Park branch of the KDL as a free “WeWork” location. If you’ve visited this branch, you know it’s cheerful and welcoming but very... snug. I arrived mid afternoon and spread out at one of the only available tables. Although I tried to concentrate on my work, truly I did, what I was witnessing at the branch was a much bigger draw on my attention.

First, there was a stream of children there to participate in the Dinosaur Tea party. (Before the party, two T-rexes frolicked and gathered party participants like pied pipers.)

Much more subtle, but just as important, was the half an hour I saw a KDL staff member spend helping a young new mother register for a library card. She patiently helped guide the new patron to find the correct paperwork, and sat with her to explain the variety of services the library offers.

While one staff member was helping the young mother, another helped a rather loud 8 year old who approached the desk asking for books about frogs. What followed could be studied in a library science masters program. The staff member got up from his seat, walked the patron to the shelves, all the while asking clarifying questions and even explaining MeLCat along the way. He never once talked down to the young reader, or made assumptions about the types of materials the boy was seeking. I don’t think the young reader even cared that the book he was seeking wasn’t on the shelves. It was obvious that he felt valued and important because of the exchange he had just had with his KDL buddy.

While all this was going on, there was also a man receiving directions on how to use KDL’s free printing and faxing services. He arrived looking very flustered and upset, and left with a cheery wave and a thank you.

Programming, patron assistance, and readers advisory happen all day every day at the KDL branches. The Comstock Park Branch is exceptional... but I know that what I observed that afternoon can be seen at any given time in all of the KDL locations. I continue to be amazed and impressed by the people and communities of Kent District Library and am honored to be given the opportunity to support KDL by serving on its Board of Trustees.

Peter Dykhuis

When I decided I wanted to join the KDL Board it was not initially intentional. I had spent several years volunteering as a literacy coach for English as a second language individuals. I found this fulfilling and something that had real impact on those who I worked with. Eventually I had to stop tutoring as my job required increased travel. About 6 years ago my travel greatly reduced and I was looking for another way to be involved and provide an impact. While reviewing options I was struggling to come up with something that resonated with me. I came across the County posting for the KDL Trustee opportunity almost by accident. I knew immediately this was what I wanted to do. I have always loved libraries. I have always loved reading. In recent years, my appreciation of libraries as the center of our communities and a rare and valuable third space has grown.

I have been amazed at the dedication of the entire library community at KDL. Everyone I have met has been passionate and fully engaged. I see the impact all of the staff has on their patrons and community at large. It is my great honor and privilege to be in a position to enable and empower those who are doing so much good for so many.

Featured Department

Board of Trustees

Andrew Erlewein

My motivation for joining the KDL board 9 years ago was to give back to an institution which gave my family so much over the years. When I moved back to Kent County from out of state in 2005 with my 2-year-old son we would go to the Krause branch each Saturday afternoon to check out books, interact in the childrens play area using costumes to transform ourselves into a doctor, firefighter or astronaut. Later after my daughter was born we would continue that tradition as my son would also play desktop computer games like The Magic School Bus (now long replaced by on-line resources) and of course go to events like Touch-a-truck and the annual Sled Dogs and Reindeer programs.

Since I've served on the board I'm often amazed by the wide variety of community needs that KDL helps to address, from Alto to Tyrone, Bryon Center to Spencer and from our smallest to biggest branches KDL personal always provide individual attention to each patron who enters our doors and if I am helping in a small way to ensure KDL can continue to do then I am proud to belong to the KDL family.

The board packet you are reading tells a story. Everything from the financial statements, to Katie Kudos and the Strategic plan lays out the theme, characters and events which tell how KDL helps inform and supports our community.

Currently I am reading "The art of prompt engineering with ChatGPT" in the physical book form, because I'm a little new school and a little old school at the same time 😊.

Sheri Gilreath-Watts

Serving as a Board Trustee for Kent District Library brings me immense joy and fulfillment, as it beautifully aligns with my passion for literacy and community service.

I am deeply committed to fostering a culture of reading and learning, and it is an honor to contribute to a library system that empowers individuals and enriches lives through access to knowledge and resources.

Representing the citizens of the city of Wyoming is both a privilege and a responsibility I cherish, as it allows me to advocate for the needs and interests of our diverse community while working to enhance the library's role as a vital, inclusive hub for growth and connection. It is a genuine privilege to support Lance Werner, and the dedicated Administrative Team in their efforts to advance the Kent District Library's mission.

I especially appreciate Anjie Christiansen and Karen Small, along with the Wyoming branch for their love of each patron who walks into our beautiful branch. Their visionary leadership and unwavering commitment to excellence inspire me every day and strengthen our collective ability to serve and enrich our community. The opportunity to support and witness the transformative impact of our library services on the lives of our fellow residents is truly rewarding. I love being a part of the KDL Family!

Featured Department

Board of Trustees

Nicole Lintemuth

I joined the board to bring my perspective as a millennial, veteran, LGBTQIA community member. I'm so passionate about KDL and libraries in general because I've always relied on libraries to open up the wider world to me.

Lately I've been on a non-fiction kick, Challenger and Midnight in Chernobyl both by Adam Higginbotham as well as The Six by Liza Mundy are fantastic, and are fantastic as audiobooks (all of which are available on Libby!!)

Carla Moyer Hotz

I have been an avid library user my entire life. Some of my fondest memories are those spent with my children enjoying library programs and partaking in many of the events held by libraries. For over 30 years I have worked on the frontlines of library service and wanted to use my experience to pay it forward by contributing my energies to the advancement of libraries.

Joining the Kent District Library Board is a profound opportunity to shape the future of our community through the power of knowledge and learning. The library is more than just a repository of books; it is a vibrant hub for education, innovation, and connection. By serving on the board, I am driven by a passion to enhance access to resources, support lifelong learning, and foster a love for reading among all ages. Even though I have only been serving in this role for 2 years, it has allowed me to contribute to the creation of programs that inspire curiosity, empower individuals, and bridge gaps in our society. My commitment to this cause is fueled by the belief that a strong library system is foundational to a thriving, informed, and cohesive community. Together, we can create an inclusive space where every person can learn, grow, and achieve their dreams.

Christina Tazelaar

I love books, I love our library, and I want to support the library however I can so that our whole community continues to thrive. Plus, it's one of the few places where I see people from all different walks of life coming together!

My take on board life: It's been so cool to peek behind the scenes and see how things work. KDL staff are so capable and so competent! I've definitely borrowed a few ideas for my own job.

What I'm reading: Tiamat's Wrath by James S.A. Corey. My husband and I read books out loud to each other, and we've been working our way through the Expanse series (this is book 8). It's a sci fi series about interplanetary exploration, alien tech, threats to civilization itself, and other fun stuff. You get to go deep with a few main characters, and also get new points of view with each book.

Featured Department

Board of Trustees

Penny Weller

15 years ago I was accepted into the KDL family as a member of the Board of Trustees!

I hadn't had a library card since my children were very young. It had probably been 25 years since I had even been in the library.

Oh, what a new world I found as a member of the KDL Board. It was a little sketchy at first, our first assignment was to hire a new Executive Director! (Well, that took about six months) But, we hired the best, Lance Werner. What a great decision that was!

Over the past 15 years I've done many new things as a KDL Board member, I served on the Pension Board for several years, I was involved in all of the gala's that KDL has done as fundraisers, I sit as advisory position with the Alliance of Friends, and many other jobs around KDL.

Outside of KDL, I have a small cupcake business, it's not really a business I give away far more cupcakes than I sell. Nothing makes me happier than to deliver a tray of cupcakes to one of my library's or the service center, or sometimes on a special occasion to a library that I don't represent.

I'll be retiring from the board of trustees when my term is up at the end of December. I'll be doing this with mixed emotions. I love KDL and all the people that work there. One thing for sure is, I will continue to visit all of the KDL libraries, I'm not sure how it took me over 25 years to figure out how important libraries are!



Katie Kudos

July 2024

Katherine Baumann – Assistant Branch Librarian - Kentwood

Nominated By: Greg Lewis

Courageous + Helpful

“At the Maranda Park Party for KPS ARCH, Katie bravely stood and faced an unending line for K-5 students eager to spin the prize wheel. They came, they spun, and it never ended until the event was over. Katie greeted them all with a big smile.” + “We had a HUGE outreach looming, a private party with Maranda for KDP ARCH. I came down ill one week prior and Katie took it upon herself to get everything organized. When the day came, all I had to do was load the van and show up. The event would not have been a success without Katie.”

Alexis Chandler – Assistant Branch Librarian - Caledonia Township

Nominated By: Shelby Toren

Courageous

“Lexi has been a great addition to the CAL Team. She is learning so fast and is already doing a wonderful job serving our patrons. I have enjoyed getting to know her.”

Nominated By: Lulu Brown

Helpful

“I really enjoyed observing how you connect with the patrons on desk. You show up ready to get to work on Mondays. You are really doing a great job. I loved watching you show up early for your desk shift. These small acts make it easy for the person coming off desk to head to their next service point, while also giving you time to catch up on anything important that may have happened. You are creating a great impression on patrons and your co-workers. Thank you!”

Nominated By: Ashley Smolinski

Helpful

“I was so grateful to know that you were able to figure out printing for all your training materials. Although I meant to have it ready for you, you took the initiative and had it all taken care of. In this moment, I was grateful for your organization and ability to roll with the punches – especially in the middle of summer. 😊”

Liv Deliyannides – Assistant Branch Librarian - Wyoming

Nominated By: Laine Apsey

Courageous

“Shout out to Liv for helping me with a patron who was very confused this evening while the desk was swamped.”

Upcoming Meetings + Dates of Interest

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

Regular Board Meeting
Thursday, October 17, 2024
4:30 PM
Budget Work Session
KDL Service + Meeting Center

Regular Board Meeting
Thursday, November 21, 2024
4:30 PM
KDL Service + Meeting Center

Dates of Interest

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

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

Kent
District
Library
kdl.org



Information
Ideas
Excitement!

MONTHLY PROJECT REPORT

**JULY
2024**

1 New projects approved

5 In queue

0 Declined

11
Active Approved
Projects

● On Time	11
● Late (At Risk)	0
● Paused	1
✓ Completed since 01/24	7

Teen Graphic Novel Contest



Project Lead: Madelyn Besaw
Status: On Track - NEW

Approval Date: 07.17.2024
Due Date: 11.24.2025

In response to the popularity of graphic novels among teen readers, this project will introduce a new engaging program to align and excite the evolving interest of teen patrons. The Teen Graphic Novel Contest will host a systemwide contest culminating in a public event where 5 prizes will be awarded. The project team will focus on developing this contest into an annual program that offers skill development, mentorship and the opportunity to be published.

AHA Blood Pressure Monitors

Project Lead: Randy Goble
Status: On Track

Approval Date: 03.11.2024
Due Date: 08.14.2024

In July the project team finalized the educational materials provided in each kit and rolled out a training plan to staff so they could familiarize themselves with the contents in the kits. The materials were designed to be easy to understand and include clear visual aids. On July 22, the kits became available to the public. The Marketing Department will monitor kit circulation to determine the need for additional promotion. You can find them in KDL's catalog [HERE](#).



Automated Materials Handling



Project Lead: Liz Guarino
Status: On Track

Approval Date: 09.13.2023
Due Date: 09.30.2024

The Collection Services team has continued to use the Automated Materials Handling successfully, reducing the time spent on delivery by half. Statistics measuring the branch delivery process efficiencies will be measured in September through a time study.

Esports - Phase 2: Pilot Branch



Project Lead: Angela Culp
Status: On Track

Approval Date: 04.24.2024
Due Date: 12.16.2024

The Kentwood Gaming Lab has seen significant growth in July, with over 50 new users signing in, along with the emergence of a dedicated user base. In response to user feedback a highly requested gaming platform was added, further tailoring offerings to the demands of the community. Looking ahead, the Kelloggsville branch will be installing new gaming PCs in August, expanding access and gaming resources.

Free Printing Sustainability Plan



Project Lead: Faye Harbison
Status: On Track

Approval Date: 06.26.2024
Due Date: 01.17.2025

The project team kickoff meeting has been scheduled for August 13. Meeting goals include setting team expectations, defining project scope and deliverables, as well as mapping the project planner and assigning tasks.

In-Branch Experience



Project Lead: Laura Youells
Status: On Track

Approval Date: 02.28.2024
Due Date: 12.28.2024

A launch date of August 7 is set for a new internal form to capture ideas from all staff in KDL and two pilot experience activities: a community quilt and space to gather and play board games. The project team will keep track of successes and areas for improvement during the pilots which will help create guides for many of the options the project team will create later this year.

Legendary Readers

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

Approval Date: 09.27.2023
Due Date: 07.31.2025

Promotional bookmarks for Legendary Readers are being distributed as KDL's youth patrons collect their Summer Wonder prize book. The bookmarks encourage patrons to come pick up a program log sheet on or after September 3, along with a sticker, which are on order. The project team is developing staff training for an August 7 rollout, which includes a video, an internal informational page, and shirts that are to be worn the day/week of the launch.



Materials Handling Time Study

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

Approval Date: 03.25.2024
Due Date: 12.06.2024

The project team is diligently refining the new delivery system to optimize efficiency and accurately measure time savings. This prework will ensure accurate data collection during the second time study which will take place in late September or early October.

Next Nexus AI Summit

● **Project Lead:** Hannah Lewis
Status: On Track

Approval Date: 05.01.2024
Due Date: 11.06.2024

Preparations for the summit are progressing smoothly. Panelists have been chosen and include Amy Braddley, Jessica Bratt, Joe Chrysler, Josh Freney and Morgan Hanks. A meeting is scheduled in mid-August for the panelists to meet, plan and participate in a practice session. New City Neighbors will cater lunch for both events.

On the Same Page 2025

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

Approval Date: 06.01.2024
Due Date: 12.01.2025

The project team conducted an extensive search of local venues that would a good fit for the next On the Same Page event. Currently, Godwin Heights is the first choice with Covenant Fine Arts Center at Calvin University as an alternative. The date is set for Wednesday, April 30 at 6:30pm. Author contracts are in progress. Speaker announcements will follow a similar timeline as last year, with staff notified in the fall and a public announcement on December 1 coinciding with the start of KDL's winter Let it Snow program.

Open Lab AI Exploratory Project

Project Lead: Morgan Hanks
Status: On Track

Approval Date: 02.28.2024
Due Date: 08.31.2024

As this project comes to a close, the project team is finalizing a draft of AI guidelines and direction for the new AI Advisory Group to pursue in the coming year. The team has demonstrated adaptability in navigating the rapidly changing AI landscape and its implications for library services, while exploring new tools. Thanks to this project group, the AI workgroup has a strong foundation to continue exploring the future of AI at KDL with a better understanding of what is required for evaluation of new tools, as well as the budget and computational power required to sustain them.

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

Lulu Brown met with Jaci Cooper to review preferred vendor options for engagement spaces and to create a project planner to keep the Leadership Team up to date on the timelines. On July 31, Lulu Brown met with Kurt Stevens to discuss considerations for IT needs during the refresh and the option to create express printing stations for patrons. Schematic design has been finalized and approved by township staff. A comprehensive budget and updated timeline will be finalized within the next two months. The construction management company has proposed a March 2025 start date. The township is considering expanding the footprint of the library to include the Wisner Center with the goal of serving adult and seniors. With the updated timeline and township goals, it is likely the Cascade Library refresh will occur in phases over one to two years.

Krause Memorial (Rockford)

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

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

Fundraising for the library expansion continues to gain momentum, with a few larger donations having been recently received. Additional ‘house party fundraisers’ have also been scheduled.

Tyrone Township

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

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

The county has accepted the bid from Pitsch Companies of Grand Rapids to demolish the old building and begin site work on the new library site. In the coming weeks, Pitsch and the township will schedule a pre-construction meeting to determine the start date of the project. Once started, the project is projected to take 90 days.

Walker

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

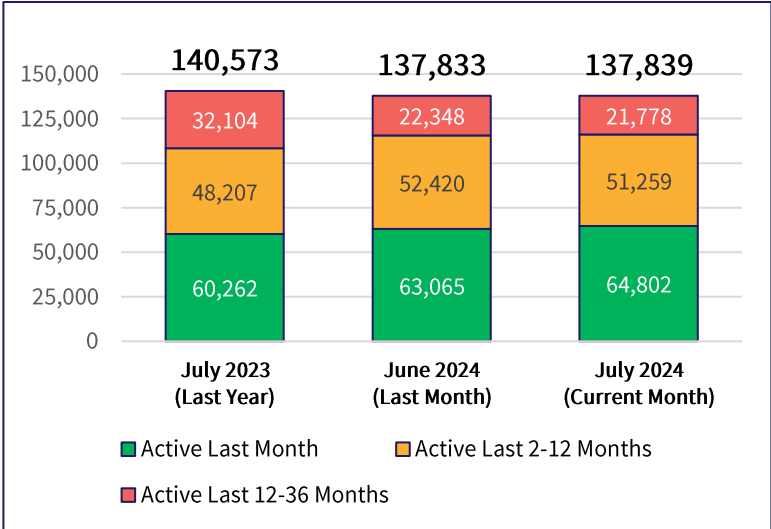
Approval Date: N/A
Due Date: N/A

The design and interior layout of the library are being finalized as the new library steering committee and its subgroups hold ongoing meetings. In the most recent meeting, KDL IT Director Kurt Stevens and City of Walker IT Director Jason Rottman met with Studio GC, Regional Manager Liz Knapp and Director of Library Operations Jennifer DeVault to discuss technology needs in the new library. This group made great progress in outlining technology needs and planning the next steps for this project.



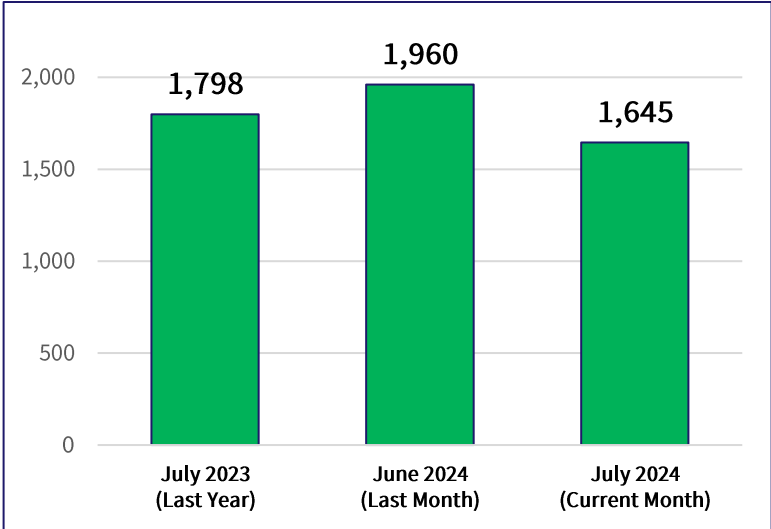
JULY 2024 STATISTICAL SUMMARY

Active KDL Patrons:



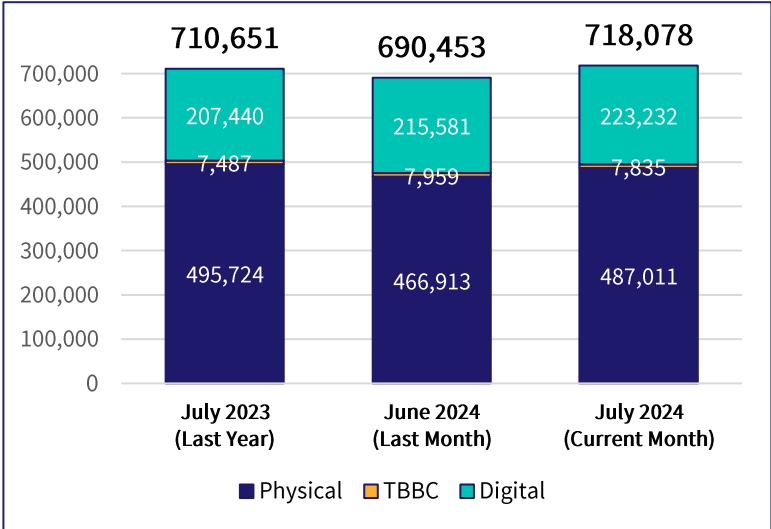
Active KDL Patrons are **up .004%** from last month and **down 2%** from the same month last year.

New KDL Cards Added:



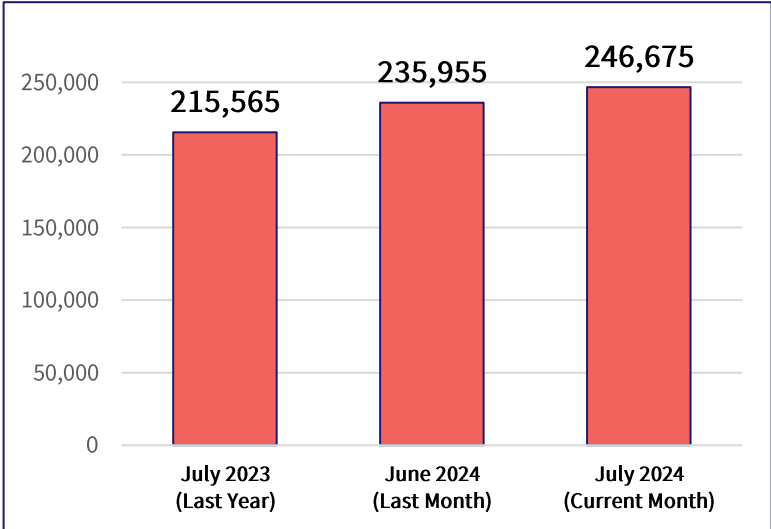
New KDL Cards Added are **down 16%** from last month and **down 9%** from the same month last year.

Total Circulation:

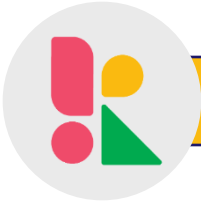


Total Circulation is **up 4%** from last month and **up 1%** from the same month last year.

Visitor Count:

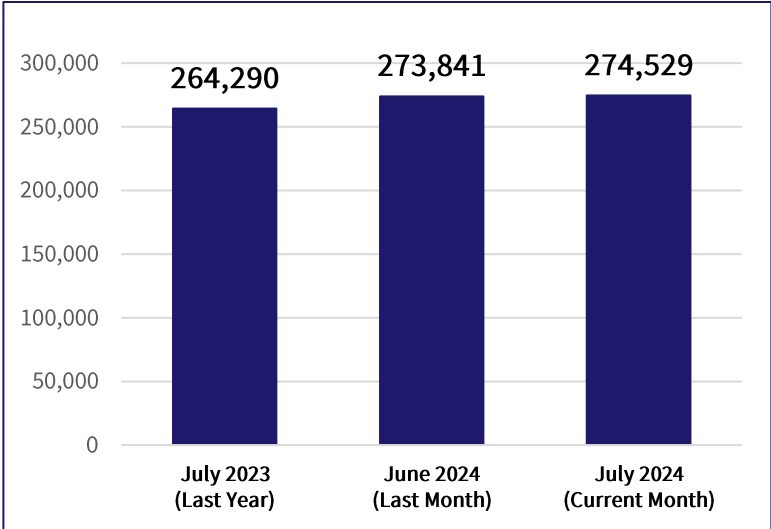


Branch Visitors are **up 5%** from last month and **up 14%** from the same month last year.



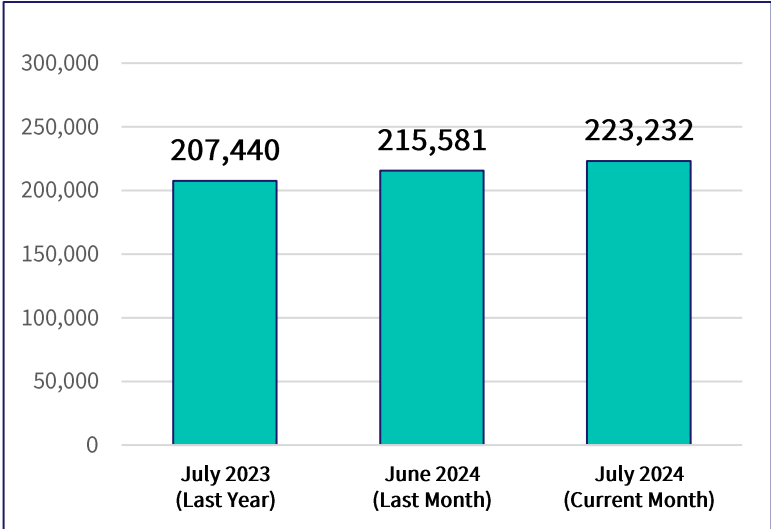
JULY 2024 STATISTICAL SUMMARY

Physical Items Checked Out:



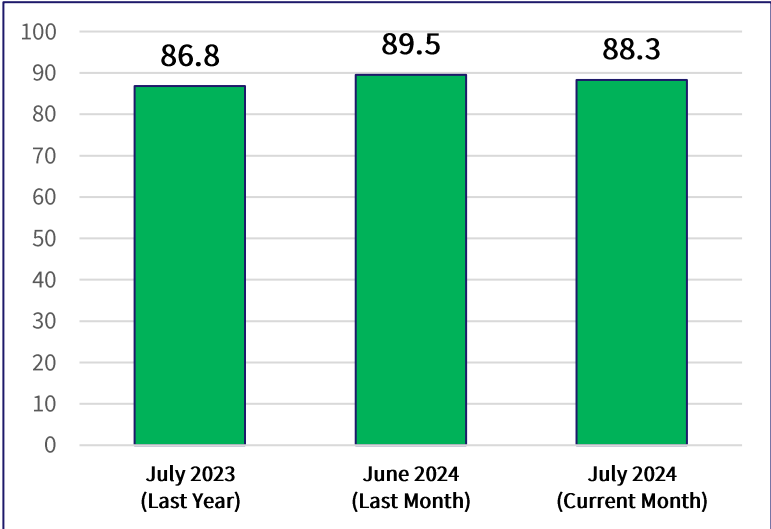
Physical checkouts are **up 0.3%** from last month and **up 4%** from the same month last year.

Digital Items Checked Out:



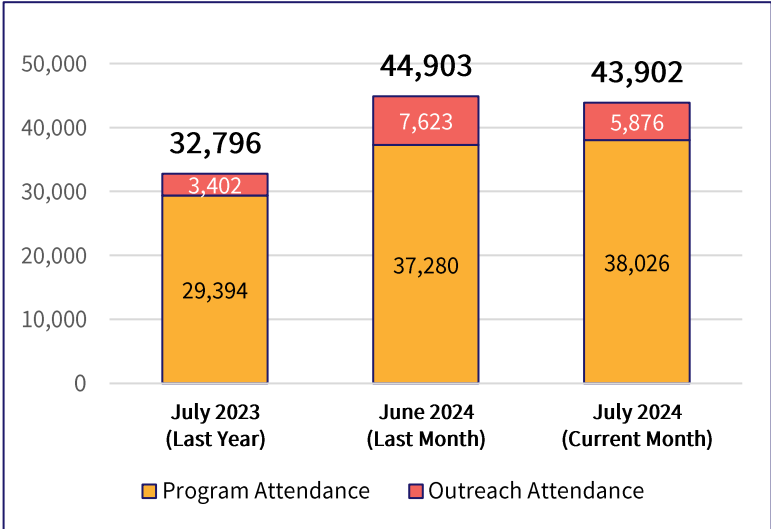
Digital checkouts are **up 4%** from last month and **up 8%** from the same month last year.

Net Promoter Score (NPS):

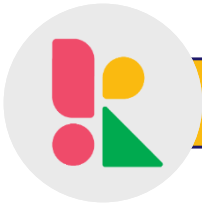


Net Promoter Score is **down 1.2%** from last month and **up 1.5%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 2%** from last month and **up 34%** 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	650
2. <i>The Women</i> by Kristin Hannah	274
3. <i>Camino Ghosts</i> by John Grisham	170
4. <i>Funny Story</i> by Emily Henry	168
5. <i>Swan Song</i> by Elin Hilderbrand	157
6. <i>Dog Man: The Scarlet Shedder</i> by Dav Pilkey	150
7. <i>Fourth Wing</i> by Rebecca Yarros	128
8. <i>Eruption</i> by Michael Crichton and James Patterson	109
9. <i>Think Twice</i> by Harlan Coben	108
10. <i>Happy Place</i> by Emily Henry	106

All Physical Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Women</i> by Kristin Hannah	440
2. <i>Just for the Summer</i> by Abby Jimenez	281
3. <i>The Anxious Generation</i> by Jonathan Haidt	280
4. <i>Funny Story</i> by Emily Henry	270
5. <i>All the Colors of the Dark</i> by Chris Whitaker	255
6. KDL WiFi Mobile Hotspot	238
7. <i>Swan Song</i> by Elin Hilderbrand	236
8. <i>Sandwich</i> by Catherine Newman	234
9. <i>The Housemaid</i> by Freida McFadden	222
10. <i>The Briar Club</i> by Kate Quinn	169

OverDrive Items (Most Checkouts):

<u>Title</u>	<u>Checkouts</u>
1. <i>Hillbilly Elegy</i> by J. D. Vance (audio)	663
2. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio)	257
3. <i>Hillbilly Elegy</i> by J. D. Vance	251
4. <i>Fourth Wing</i> by Rebecca Yarros (audio)	223
5. (tie) <i>Iron Flame</i> by Rebecca Yarros (audio)	200
(tie) <i>Tom Lake</i> by Ann Patchett (audio)	200
7. <i>A Court of Mist and Fury</i> by Sarah J. Maas (audio)	191
8. <i>Beach Read</i> by Emily Henry	190
9. <i>The Teacher</i> by Freida McFadden (audio)	169
10. <i>Tom Lake</i> by Ann Patchett	164

OverDrive Items (Most Holds):

<u>Title</u>	<u>Holds</u>
1. <i>The Women</i> by Kristin Hannah	1,755
2. <i>The Women</i> by Kristin Hannah (audio)	1,287
3. <i>Funny Story</i> by Emily Henry	1,247
4. <i>Funny Story</i> by Emily Henry (audio)	922
5. <i>The Housemaid</i> by Freida McFadden (audio)	863
6. <i>Just for the Summer</i> by Abby Jimenez	687
7. <i>Fourth Wing</i> by Rebecca Yarros	562
8. <i>The Anxious Generation</i> by Jonathan Haidt (audio)	543
9. <i>First Lie Wins</i> by Ashley Elston	540
10. <i>Onyx Storm</i> by Rebecca Yarros (audio)	454



STAFF CHANGES & ANNIVERSARIES

August 2024









PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Craig Buno	Regional Manager II – Walker/Alpine/Tyrone Twp	Community Engagement Manager – Service Center	August 1
Camille Lewis	Assistant Branch Librarian – Gaines Township	Assistant Branch Librarian Sub	August 1
Alex Pawneshing	Assistant Branch Librarian – Kentwood	Assistant Branch Librarian – Gaines Township	August 26

DEPARTURES	POSITION	EFFECTIVE
Jason Kotarski	Branch Librarian – Wyoming	August 16

OPEN POSITIONS	TYPE
Regional Manager II – Alpine / Tyrone Township / Walker	Full-time
Assistant Branch Librarian – Amy Van Andel / Ada	Part-time
Assistant Branch Librarian – Cascade	Part-time
Office Manager – Service Center	Full-time
Teen Library Intern – Kelloggsville	Temporary

EMPLOYEE ANNIVERSARIES (SEPTEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Susan Erhardt	Plainfield	32 years
Michelle Toren	Gaines	30 years
Rich Nagel	Information Technology	29 years
Beth Green	Gaines	23 years
Ali Kuchta	Collection Development	23 years
Meredith Schickel	Byron Township	22 years
Sheri Glon	Project Management Office	19 years
Kathleen Knott	Gaines Township	15 years
Greg Lewis	Kentwood	15 years
Craig Buno	Walker/Alpine/Tyrone Township	14 years
Vanessa Fisk	Nelson Township	12 years

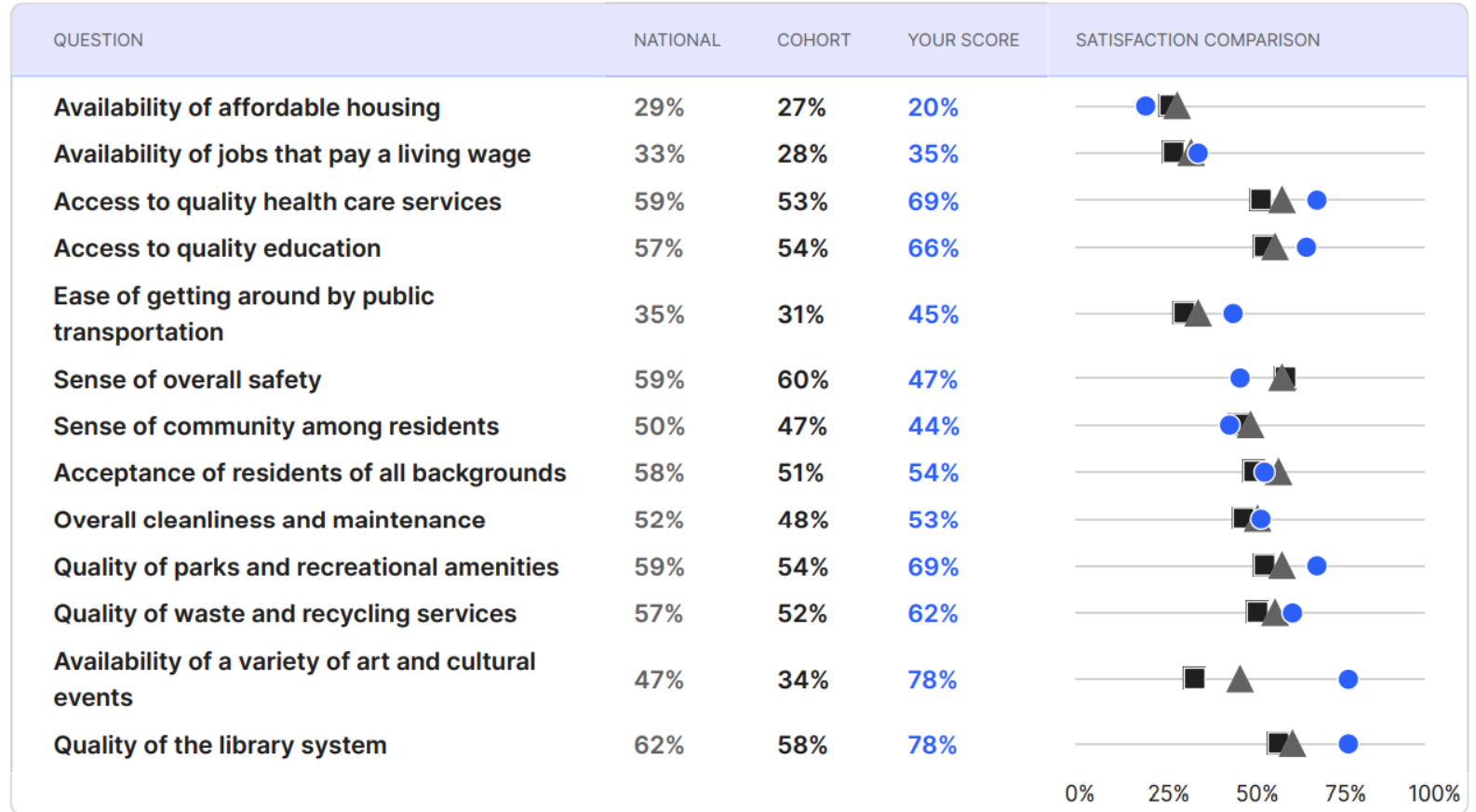
EMPLOYEE ANNIVERSARIES (SEPTEMBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Megan Russ	Grandville	11 years
Mary Valentine	Patron Services	11 years
Kate Allen	Patron Services	10 years
Jaime Brooks	Plainfield	9 years
Jaci Cooper	Project Management Office	8 years
Betsy Riddell	Sub Pool	8 years
Audrey Barker	Kentwood	6 years
Kelly Garvin	Walker	6 years
Maggie Maxwell	Nelson Township	6 years
Margaret Taylor	Caledonia	6 years
Brynn Doering	Patron Services	5 years
Jason Hetrick	Sub Pool	5 years
Alicia Carlson	Spencer Township	4 years
Immanuel Deliyannides	East Grand Rapids	3 years
Kurt Lardie	Englehardt/Alto	3 years
Katie Brainard	East Grand Rapids	2 years
Molly Dixon	Tyrone Township	2 years
Diana Gray	Sub Pool	2 years
Jessica Hannah	Collection Services	2 years
Ryan Iacovone	East Grand Rapids	2 years
Mary Pawneshing	Krause Memorial	2 years
Kent Byerly	Sub Pool	1 year
Ruben Campos	Sub Pool	1 year
Catherine Gispert	Sub Pool	1 year
Michael Golczynski	Cascade	1 year
Virginia Kenyon	Sub Pool	1 year
Yannick Kpachavi	Caledonia	1 year
Sarah Krishef	Plainfield	1 year

COMMUNITY CHARACTERISTIC	SATISFACTION SCORE	CHANGE	KEY
Quality of the library system	78% 	↓ 1% ↓ 1%	<p>● POSITIVE ● NEUTRAL ● NEGATIVE ○ NON-SUBSTANTIATIVE</p> <p>↓ ↑ CHANGE IN POSITIVE SCORE ↓ ↑ CHANGE IN NEGATIVE SCORE</p> <p>The 'Change' column shows the percentage point changes in positive and negative scores from the previous cycle. In addition, questions with the largest changes above 5% are highlighted.</p>
Availability of a variety of art and cultural events	78% 	↑ 2% ↑ 1%	
Access to quality health care services	69% 	↓ 4% ↑ 2%	
Quality of parks and recreational amenities	69% 	↓ 1% - 0%	
Access to quality education	66% 	↑ 1% ↓ 1%	
Quality of waste and recycling services	62% 	↓ 3% ↑ 2%	
Overall quality of services provided by Kent County	60% 	↓ 3% - 0%	
Acceptance of residents of all backgrounds	54% 	↑ 1% ↑ 3%	

Satisfaction with Life in Kent County, MI

Breakdown by characteristic

- Kent County
- Cohort
- ▲ National





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	X	X	X		X	X	X*	X
July 18, 2024	X	X	X	X	X	X	X*	X
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

JULY 2024 EDITS

KDL POLICY MANUAL TABLE OF CONTENTS:

SECTION 1: COLLECTION AND REFERENCE

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

Formatted: Font color: Red

KDL Policy 1.1 Materials Selection

LAST REVISED 2.16.23

The purpose of this policy is to: (1) serve as a guide for the librarians of Kent District Library in the process of materials selection; and (2) inform the public of the principles upon which selections for the Library are made. Basic to this policy is the Library Bill of Rights as affirmed by the Kent District Library Board of Trustees.

Kent District Library strives to provide current, factual information to supplement and enrich individual learning, and to provide materials for recreational reading and other leisure time activities. This information should be readily available to the total community regardless of gender, age, education, language, religion, ethnic and cultural background, or mental and physical ability.

STANDARDS FOR SELECTION

Kent District Library is a popular materials library and maintains a varied and up-to-date collection. It attempts to acquire materials of both current and lasting value. Since one library cannot afford or have space for all the available materials, it must employ a policy of selectivity. The Executive Director has the overall responsibility for the selection and development of the materials collection according to the principles established by the Materials Selection Policy and other approved policies and procedures. In practice, the responsibility for materials selection is shared with other staff.

Materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, social significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on the subject, availability elsewhere, and quality and suitability of format.

Fiction – The Library maintains a representative collection of novels and works of fiction to satisfy a wide range of tastes. Ideas of literary merit vary greatly with individuals. Therefore, the Library purchases fiction in many categories.

Non-Fiction – The Library attempts to provide a large general collection of reliable materials embracing the broader fields of knowledge. Legal and medical works will be selected to the extent that they are useful to the lay person.

Minor – Materials are selected to encourage children and families to discover the joy of reading. In order to meet the varied abilities and interests of children, the collection includes materials covering a wide range of knowledge and reading levels, both fiction and non-fiction. The illustrations in books for young people are given as much critical attention as the literary quality of fiction.

Media – The Library recognizes its responsibility to provide access to information, cultural enrichment and recreation through as wide a variety of media as possible. Media is evaluated by the same criteria as printed materials. As new technologies are developed, the Library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

Digital Materials – Digital items such as but not limited to eBooks and eAudiobooks shall be selected using the same criteria as printed materials as described above.

Online Databases – The Library makes available a variety of online resources purchased to supplement and enhance the Library’s collection. These resources are evaluated on the basis of timeliness, ease of use, and ability to meet patrons’ information needs.

Objects – The Library’s collection makes a variety of objects available to patrons. Objects are typically high-priced items not needed for regular, sustained use and which provide access to technology that is either helpful or enriching. These objects are evaluated based on their benefit to the community, patron demand, and use of library resources, with the goal of increasing access to technology or high-cost items that patrons wouldn’t otherwise have.

KDL Policy 1.2

Gifts

LAST REVISED 2.17.22

Kent District Library may legally receive gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.). KDL accepts monetary gifts as well as certain gift materials that reflect the Library’s strategic plan. Gifts must be unconditional and non- returnable to be used for the good of the Library System as a whole and housed in the most appropriate location. Gifts of money are acknowledged formally by the Kent District Executive Director ~~and/or the Fund Development Director~~.

Gifts for the Collection

Gift materials to be added to the Kent District Library collection must meet the Library’s needs and the general standards of selection, based on the KDL [Materials Selection Policies](#). Any large donations of materials which would comprise a unique or coherent collection would be subject to restrictions as determined by the Kent District Library Board of Trustees.

Gift materials not accepted into the Library collection may be repurposed at the staff’s discretion. Gift materials accepted into the collection become the property of KDL, subject to KDL’s [Materials Selection Policies](#). No monetary appraisal is made of materials donated for the collection. The quantity of gift materials may be acknowledged for tax purposes at the request of the donor.

Gifts of money, including memorial gifts, for the purchase of collection materials are accepted by the Library with the understanding that the Library retains the right to select materials it deems appropriate for the collection.

Other Gifts

Gifts other than collection materials are reported at their estimated fair market value at the time of donation and recorded according to Kent District Library’s Fixed Assets Policy.

KDL Policy 1.3

Intellectual Freedom

LAST REVISED 2.15.2024

Kent District Library upholds the principles of intellectual freedom as a basic right that is guaranteed by the First Amendment of the United States Constitution. By virtue of the Fourteenth Amendment, the First Amendment’s constitutional right of free speech and intellectual freedom also applies to state and local

governments. Government agencies and government officials are forbidden from regulating or restricting speech or other expression based on its content or viewpoint.

- It is the right of every individual to seek and receive information from all points of view without content restriction. It provides free access to expressions of ideas where any and all sides of a question, cause or movement may be explored, including presentation of all points of view on current and historical issues.
- Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- The exchange of information and ideas are supported and facilitated in a democratic society, and with respect to each individual's rights to privacy and choice.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- The core purpose of the Library is to further all people by enriching lives through access and personal discovery for all.

The Library assures equal access, without censorship or scrutiny, to all library resources by patrons within the constraints of Michigan law. Patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Parents or legal guardians have the right and the responsibility to restrict the access of their children to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities shall so advise their children. Library staff lack legal authority to assume the role of parents or the functions of parental authority.

KDL Policy 1.4

Collection Maintenance

LAST REVISED 4.21.16

Kent District Library staff routinely evaluates the collection and removes materials in accordance with KDL's weeding guidelines. These materials include those that are worn out, out of date, no longer needed in the quantity originally purchased, no longer circulating, or in formats that have become obsolete.

KDL Policy 1.5

Reference + Research

LAST REVISED 2.22.19

Patrons' questions will receive courteous, prompt, and high-quality service responses with complete confidentiality.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. Staff may not evaluate or interpret the information provided nor may staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. Patrons will be advised to consult with a professional from the above listed fields for additional information or advice.

KDL Policy 1.6 Shared Collection

LAST REVISED 1.19.18

Kent District Library offers a shared collection whereby most materials travel between all KDL Branches. This practice is necessary to offer patrons access to the full range of the KDL collection and for the efficient use of system-wide resources.

KDL Policy 1.7 Inter-Library Loan

LAST REVISED 3.17.11

Inter-library loan transactions, in which materials are made available from Kent District Library to another library outside of KDL (or vice versa), are an essential library service to patrons. Kent District Library agrees to participate in inter-library loan to and from other libraries. A fee may be charged for this service. Certain types of materials may not be available through inter-library loan.



SECTION 2: CIRCULATION

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

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

KDL Policy 2.1 Library Card Registration

LAST REVISED 3.16.23

All residents within the Kent District Library service area are eligible for a library card. Persons living outside the Kent District Library service area who pay property taxes [that include payment of the KDL millage](#) to a governmental unit within the District are also eligible for a Kent District Library card.

Library cards are non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued.

Minor (under age 18) registrations may be signed by any adult (age 18 or older) willing to assume legal responsibility for library resources. Signatures indicate an acceptance of responsibility for:

- the minor's use of all library resources including access to the Internet;
- supervision of the minor's choice of materials;
- return of all materials when due;
- all losses and damages to materials and equipment borrowed.

When a minor patron turns 18 years of age, he/she assumes responsibility for the library account bearing his/her name including all borrowed items on that account. Any bills for lost or damaged items on the card may be moved to the co-signer's card. If the co-signer does not have a card, a bill will be mailed.

[Library cards will have an expiration date in order to update accounts as needed. Library cards will have an expiration date to update accounts as needed.](#)

KDL Policy 2.1.1 Cards for Visiting Students

LAST REVISED 2.16.17

High school exchange students and college students residing in the Kent District Library service area while attending high school or college are eligible for a Kent District Library card.

KDL Policy 2.1.2 Institutional Cards

LAST REVISED 5.19.19

If an agency, institution, or business within the Kent District Library service area requests a library card for use by its residents or staff (in their institutional role), a card may be issued if the institution's head or director agrees in writing that the institution will be responsible for bills on any materials lost or damaged items. Such a card may be used by residents or staff of the institution at the discretion of the institution's director. The card itself must be presented to be honored. KDL will not accept

personal identification in lieu of the institutional card. Institutional cards will allow remote access to electronic databases and the digital collection for demonstration purposes.

KDL Policy 2.1.3 Non-Resident Cards

LAST REVISED 2.16.23

[Ensley Township residents](#) ~~Residents within the geographical area of the Lakeland Library Cooperative's boundaries~~ who do not qualify for a library card at any Lakeland Library Cooperative location may purchase a KDL non-resident library card for an annual fee of \$84.00 or a monthly fee of \$7.00 per month. The fee covers all family members in one household and each family member may be issued their own non-resident card. Residents of areas previously covered by library services overturned by a vote of the people are not eligible for KDL non-resident library cards. Non-resident cardholders will be issued full access KDL cards, allowing cardholders the same access as standard KDL service area resident cardholders, including KDL's digital collection and [Michigan eLibrary \(MeL\)](#) access. [Exceptions to full-service usage are Lakeland Library Cooperative reciprocal borrowing privileges. Non-resident cards may only be used at the issuing library and are distinguishable from regular resident cards.](#)

Formatted: Font: Not Italic

KDL Policy 2.1.4 Student Cards

LAST REVISED 7.20.23

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

Students who are residents may upgrade their student card to a full access standard KDL minor library card with a [co-signer's](#) valid form of identification to record on file.

KDL Policy 2.1.5 Temporary Cards **f**For Adults

LAST REVISED 3.16.23

Adults who are unable to provide proof of residency, either because they are new to the area or are traveling, can have access to library services with a Temporary Card for Adults. This card does not require proof of residency, but adults do need to show an ID card to verify their identity. A maximum of three items in any format may be checked out on this card, excluding Beyond Book items. Internet access will also be available. Temporary Cards for Adults will expire after one year and full privilege cards may be obtained with proof of residency.

KDL Policy 2.2

Lakeland Library Cooperative Member Library Cards

LAST REVISED 5.19.11

All current Lakeland Library Cooperative member library cards will be honored by Kent District Library with the exception of:

- non-resident local use library cards;
- underfunded contract service area cards; and
- institutional cards.

KDL Policy 2.3

Lost or Stolen Library Cards

LAST REVISED 5.19.19

It is the patron's responsibility to notify Kent District Library promptly of a lost or stolen library card. If the loss or theft is not reported, the patron is responsible for all materials charged to the library card.

Patrons will be held responsible for lost and damaged item bills accrued prior to the date the loss or theft of the library card is reported. Patrons will not be held responsible for bills accrued after the date on which the loss or theft is reported.

KDL Policy 2.4

Privacy of User Records

LAST REVISED 10.23.14

Kent District Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a "library record" is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron's name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a "library record" is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, Kent District Library will not release nor disclose a "library record" except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the "library record" for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law. A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Executive Director.

KDL Policy 2.4.1

Library Documents

LAST REVISED 5.19.16

Library documents and records (other than patron records covered by the Michigan Library Privacy Act [PA 455 of 1982]) shall be available to the public in accordance with the Michigan Freedom of Information Act (FOIA) [PA 442 of 1976] upon a request which precisely describes the exact library public records desired. The Library need not create new public records to satisfy a request, nor must the Library make a compilation, summary or report of information. Costs associated with responding to a request will be charged to the requester.

The Kent District Library Board of Trustees authorizes the Executive Director to serve as the FOIA Coordinator and to accept and process requests for public records. The Director shall report action taken on FOIA requests at the next regularly scheduled Kent District Library Board of Trustees meeting.

Upon providing Kent District Library's FOIA Coordinator with a written request that describes a public record sufficiently to enable KDL to find the public record, a person has a right to inspect, copy, or receive copies of the requested public record.

A Kent District Library employee who receives a request for a public record shall promptly forward that request to the Executive Director.

Kent District Library may charge a fee for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record. The Library may also require a good faith deposit from the person requesting the public record or series of public records, if the fee exceeds \$50.00. The deposit shall not exceed half of the total fee.

KDL Policy 2.5

Lost and/or Damaged Materials

LAST REVISED 5.19.19

Kent District Library is not required to send notices for lost or damaged materials, and failure to receive a notice does not relieve the borrower of responsibility to return materials when due.

When lost and damaged item(s) with a combined total of \$20.01 or more have been on the account for more than sixty (60) days, Kent District Library will invoice the patron. Kent District Library will suspend a patron's borrowing privileges when the bills on a patron's account exceed \$20.00. A patron's borrowing privileges will be restored once the account balance is reduced to \$20.00 or under.

KDL Policy 2.5.1

Fees

LAST REVISED 3.16.23

Kent District Library may charge a fee for specific library services. These may include, but are not limited to, the following:

- faxing;
- inter-library loan services;

- photocopying;
- printing.

KDL Policy 2.6 Audio-Visual Materials Use

LAST REVISED 3.16.18

Kent District Library assumes no responsibility for damage to patrons' electronic equipment used to play library audio-visual materials.

KDL Policy 2.7

Beyond Books Collection

LAST REVISED 7.15.21

To borrow a Beyond Books item, the borrower must:

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

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

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

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

CONDITIONS OF USE

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

With the KDL Go Pro Camera, authorized borrowers must provide their own Micro SD card and remove it before returning the item to the library. KDL is not responsible for lost or stolen Micro SD cards. Hotspots may only be used in the continental US. In other words, they cannot be used in Alaska, Hawaii, Canada or Mexico.

OVERDUE HOTSPOTS

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

REPLACEMENT/DAMAGE COSTS

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



RESOLUTION
First 2024 Budget Amendment

MEETING INFORMATION

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held at the Kent District Library Service Center, on August 15, 2024, at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

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

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby approves and adopts the General Fund Budget Amendment for 2024 attached here to and made a part hereof.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 15th day of August 2024.

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Kent District Library, County of Kent, Michigan, at a regular meeting held on August 15, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: August 15, 2024

Andrew Erlewein, KDL Board Chair

Carla Moyer Hotz, KDL Board Secretary



**KENT DISTRICT LIBRARY
BOARD OF TRUSTEES
2024**

BUDGET AMENDMENT #1

EXPLANATION OF REQUESTED AMENDMENT

The following suggested amendment to the General Fund budget is designed to reflect the increase in overall anticipated revenues for 2024 and decrease in overall expenditures for 2024. The budget amendment is proposed to keep KDL within the requirements of the State Budgeting Act and to fund various KDL initiatives. The composition of the proposed budget amendment has been reviewed by the Leadership Team and the components of the assorted items in the proposed amendment were developed based upon consultation with KDL managers and reflect changes in operations and initiatives that have occurred after the development of 2024 original budget you approved in November. The amendment's impact is to decrease the amount of fund equity expected to be used in fiscal year 2024 by \$129,175. Attached to this document is a summary of the proposed changes by budget area and below are explanations for some of the more significant items:

1. \$162,100 Increase to Interest Income

Investment earnings were originally budgeted at \$400,000 to reflect the lack of investment returns that had occurred in 2023. In 2024 our investment portfolio with Atlanta Capital has continued to rebound and we have been able to take advantage of investing excess operating funds from the timing of our tax collections in the Huntington Government Investment fund, which has resulted in a nice return.

2. \$125,000 Increase to Public Donations

Public donations were originally budgeted at \$400,000 to reflect a similar result as the prior year. We continue to receive a few significant bequests and the increase reflects those additional donations from our patrons.

3. \$491,195 decrease to Salaries and Wage

The original 2024 budget included all positions including known vacancies. In 2024 we have had some departures which have not been replaced. The larger savings have occurred in the Finance, Operations and Maintenance, and HR Departments.

4. \$244,656 Increase to Contractual and Professional Services

This increase is to account for the accounting standard change related to multi-year software subscriptions. This accounts for approximately \$170,000 of the increase. Also included in this increase as communication costs related to the millage ballot question.

5. \$146,380 Decrease to Maintenance and Utilities

This decrease is attributed to a further reduction in our monthly CoLo costs. The decrease is effective for the last 6 months of the fiscal year.

6. \$262,725 Increase to Capital Outlay

This increase is attributed to the 2023 projects that carried over to 2024.

**KENT DISTRICT LIBRARY
GENERAL FUND BUDGET AMENDMENT #1
August 2024**

REVENUES:	Original 2024 Budget	Amendment	Revised Budget
Property Taxes	25,595,017	(57,000)	25,538,017
Penal Fines	630,000		630,000
Charges for services	38,000		38,000
Interest Income	400,000	162,100	562,100
Public Donations	400,000	125,000	525,000
Other Revenue	353,000	59,690	412,690
State Sources	1,068,672	16,626	1,085,298
Transfers In	-		-
TOTAL REVENUES & OTHER FINANCING SOURCES	28,484,689	306,416	28,791,105

EXPENDITURES:			
Salaries and Wages	14,450,238	(491,195)	13,959,043
Employee Benefits	4,024,338	101,978	4,126,315
Collections - Digital	2,936,317		2,936,317
Collections - Physical	2,054,176	5,526	2,059,702
Supplies	724,835	81,371	806,206
Contractual and Professional Services	1,787,145	244,656	2,031,801
Programming and Outreach	497,015	3,828	500,843
Maintenance and Utilities	2,441,763	(146,380)	2,295,383
Staff Development	302,640	(20,000)	282,640
Board Development	15,000	2,000	17,000
Other Expenditures	793,582	132,732	926,314
Capital Outlay	568,628	262,725	831,353
Transfers Out	-	-	-
TOTAL EXPENDITURES & OTHER FINANCING USES	30,595,677	177,241	30,772,918

REVENUES OVER (UNDER) EXPENDITURES	(2,110,988)	129,175	(1,981,813)
---	--------------------	----------------	--------------------