

BOARD OF TRUSTEES MEETING

Kent
District
Library



**SEPTEMBER
2024**



LOCATION

Kent District Library Service + Meeting Center

DATE & TIME

Thursday, September 19, 2024, at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: August 15, 2024
- C. LLC Meeting Minutes: August 8, 2024
- D. Request: Kruase Memorial Branch to be open on Sunday, October 6, 2024, from 1-4:00 PM for fundraising event.

4. FINANCE REPORTS – August 2024*

5. DIRECTOR’S REPORT – August 2024

6. TRUTH IN TAXATION

- A. Public Hearing* *Roll Call Vote*
- B. Resolution: 2025 Millage Tax Rate Request* *Roll Call Vote*

7. OLD BUSINESS

- A. Policy Manual: Section 2 - Circulation *

8. NEW BUSINESS

- A. Policy Manual: Section 4- Patron Behavior *
- B. Issue Analysis: KDL Community Impact Scholarship*
- C. Executive Director’s Evaluation Process

9. LIAISON REPRESENTATIVE COMMENTS

10. PUBLIC COMMENTS**

11. BOARD MEMBERS COMMENTS

12. MEETING DATES

Next Regular Meeting: Thursday, October 17, 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.”*



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

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

BOARD PRESENT: Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Nicole Lintemuth, Carla Moyer Hotz (4:38 PM), Christina Tazelaar and Penny Weller

BOARD ABSENT: None.

STAFF PRESENT: Craig Buno, Jaci Cooper, Jennifer DeVault, Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Hennie Vaandrager, Lance Werner, Katie Zuidema

GUESTS PRESENT: Steve Grimm

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE + LITERACY AWARD CEREMONY

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 29 due to carpet cleaning.

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

Support: Supported by Dykhuis.

RESULT: Motion carried.

4. CLOSED SESSION

Motion: Weller moved at 4:40 PM to meet in a closed session pursuant to section 8(a) of the Open Meetings Act.

Support: Supported by Gilreath-Watts.

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

RESULT: Motion Carried 8-0.

Motion: Moyer Hotz moved to adjourn the closed session and resume the Regular Board Meeting at 5:15PM.

Support: Supported by Lintemuth.

RESULT: Motion carried.

5. FINANCE REPORTS – July 2024*

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

- The cash and investment position at the end of July was just short of \$21.1M. The Atlanta Capital portfolio shows a \$110K gain this month. All other investment returns continue to perform well.
- Revenues through July were \$27.5M or nearly 97% of the budgeted amount. Less than \$940K of the anticipated budget remains to be collected. KDL received the 2nd half of the legislative state aid in July. The other state-sourced revenue will be received later this fall. KDL received penal fines of \$63K.
- Expenditures through July were \$17.6M or roughly 58% of the annual budget.
- Disbursements over \$50,000 for the month were:
 - Envisionware, Inc. for \$222,963.85 for the last payment for the book sorter.
 - Ingram Library Services, Inc. for \$69,072.61 for collection materials.
- There were no voided checks for July.

The Board members asked questions. The staff responded.

Motion: Tazelaar moved to receive and file the July 2024 finance reports as presented.

Support: Supported by Moyer Hotz.

RESULT: Motion carried.

6. DIRECTOR'S REPORT – July 2024

Executive Director Lance Werner highlighted the following items:

- The KDL Board of Trustees were showcased the prestigious IMLS (Institute of Museum and Library Services) Award Medal.
- The KDL Millage passed with an impressive 66.1%, highlighting the exceptional efforts of the KDL Team.
- This month, the spotlight is on the KDL Board of Trustees as the Featured Department.
- The Summer Wonder program engaged over 20,000 participants.
- Several municipalities within KDL are exploring expansion opportunities across multiple locations.

The Board members asked questions. The staff responded.

7. OLD BUSINESS

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

Motion: Dykhuis moved to approve Policy Manual: Section 1 – Collection and Reference * as presented.

Support: Supported by Lintemuth.

RESULT: Motion carried.

8. NEW BUSINESS

A. Policy Manual: Section 2 – Circulation *

The Board members asked questions. The staff responded.

Motion: Chrenka proposed to defer Policy Manual: Section 2 – Circulation as presented.

Support: Supported by Dykhuis.

RESULT: Motion carried.

B. Resolution: Budget Amendment*

The Board members asked questions. The staff responded.

Motion: Dykhuis moved to approve the Resolution: Budget Amendment as presented.

Support: Supported by Weller.

Chrenka – Yes

Dykhuis – Yes

Erlewein – Yes

Gilreath-Watts – Yes

Lintemuth – Yes

Moyer Hotz – Yes

Tazelaar – Yes

Weller – Yes

RESULT: Motion Carried 8-0.

9. LIAISON REPRESENTATIVE COMMENTS – None

10. PUBLIC COMMENTS – N/A**

11. BOARD COMMENTS

Chrenka – None.

Lintemuth – None.

Dykhuis – Dykhuis expressed gratitude to Trustee Penny Weller for all her hard work on the Board of Trustees Retreat and mentioned how much he enjoyed the catering from Candied Yam.

Gilreath-Watts – Gilreath-Watts thanked Trustee Penny Weller for organizing the KDL Retreat, noting it was very informative. On August 12, Gilreath-Watts attended the Library Literacy session for teachers at the KDL Kentwood Branch and was extremely impressed with the information shared.

Chair Erlewein – Chair Erlewein thanked Trustee Penny Weller for organizing the KDL Retreat. In December, elections will be held for new officers on the KDL Board of Trustees for 2025. Please send your position requests to him for nominations before October.

Moyer Hotz – Moyer Hotz was excited to join the IMLS (Institute of Museum and Library Services) Award Medal festivities at the new Friendship Park at the KDL Cascade Township Branch.

Tazelaar – Tazelaar discussed the Gaines Township Expansion and expressed gratitude to all KDL staff for their hard work on the millage.

Weller – None.

12. MEETING DATES

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

13. ADJOURNMENT

Motion: Dykhuis moved for adjournment at 5:50 PM.

Support: Supported by Moyer Hotz.

RESULT: Motion carried.

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

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, August 8, 2024 at 9:30 a.m.
Kent District Library Service Center**

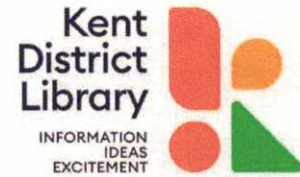
Present: Dale Parus (IC), Joe Zappacosta (SM), Diane Kooiker (HO), Lance Werner (KDL), Carol Dawe (LLC), Jessica Hunt (NG), Ron Suszek (MADL), John McNaughton (GRPL)

Lakeland Staff Present: Amber McLain

Absent: Maggie McKeithan (OS), Rob Bristow (OG)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 by Lance Werner
- 2) **APPROVAL OF AGENDA:** Ron Suszek moved, supported by Dale Parus, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** Carol had a few people ask about the new director at Patmos – she shared that the director has resigned after receiving verbal threats in public.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** Jessica Hunt moved, supported by Ron Suszek to approve the board minutes from July 11, 2024, *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) July Financials and Check Register: Ron Suszek moved, supported by Dale Parus, to approve the July Financials as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT**
 - a) No written report – but Lance shared that he spoke to the Alpena library about their current political situation. Lance also encouraged everyone to reach out if they are dealing with intellectual freedom.
- 8) **DIRECTOR'S REPORT**
 - a) Carol shared that LLC has gotten new email and phone systems that have innovated the way the LLC team is working.
 - b) Carol also shared that now that LLC is moving beyond local needs, we can move forward with aspect of the strategic plan regarding the shared ILS.
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Included for information.
- 10) **NEW BUSINESS:**
 - a) Strategic Plan Update – table included to show progress. We are moving into year 3 of 3.
- 11) **PUBLIC COMMENTS:**
 - a) None.
- 12) **BOARD MEMBER COMMENTS:**
 - a) John McNaughton apologized for being late.
 - b) Ron Suszek shared that the Alpena community supported the library and refused the millage increase for the county.
 - c) Dale Parus had nothing to share.
 - d) Joe Zappacosta had nothing to share.
 - e) Diane Kooiker shared that Herrick's end of summer party will be a fandom fair.
 - f) Jessica Hunt shared that everyone should thank their Youth Services librarians.
 - g) Lance Werner shared that KDL passed a millage, suggested Steve Mitchell for polling prediction.
- 13) **NEXT MEETING:** Thursday, September 12, 2024, at 9:30 a.m. at Kent District Library Service Center.
- 14) **ADJOURNMENT:** John McNaughton moved, supported by Jessica Hunt to adjourn at 9:46 - *motion carried*.

Respectfully submitted by,
Amber McLain



13 September 2024

Board of Trustees
Kent District Library
814 West River Center Drive NE
Comstock Park MI 49321

Dear Board of Trustees:

I am writing to request permission for the Krause Memorial Branch to be **open** for a fundraising event for the library expansion project on Sunday, October 6, 2024 from 1:00-4:00pm. [Please note that Krause Memorial is not normally open on Sundays.]

The library will be open for the fundraiser only and no library services will be available that afternoon.

The Krause expansion campaign is moving at full steam and the fundraising subcommittee has been successfully active in various community events this past summer. The mini golf fundraiser will feature nine literary themed holes for residents of all ages.

The event is hosted by the fundraising subcommittee, with the help of Friends of the Krause Memorial Library, Krause Library Board, the Rockford High School and Middle School golf teams, and local business sponsors.

In addition to raising funds for the Krause library expansion, this fundraiser will also raise awareness in the community, which is extremely valuable.

Thank you for your consideration.

Sincerely,

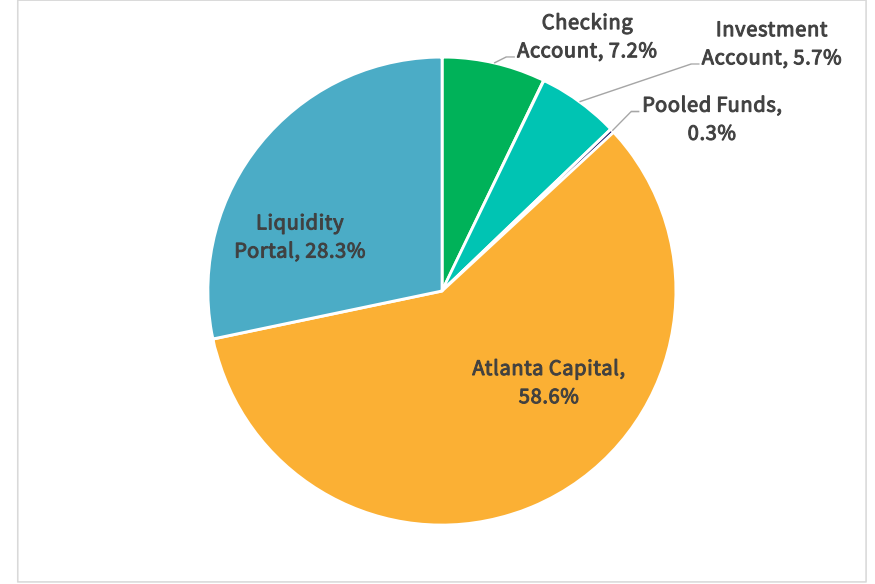
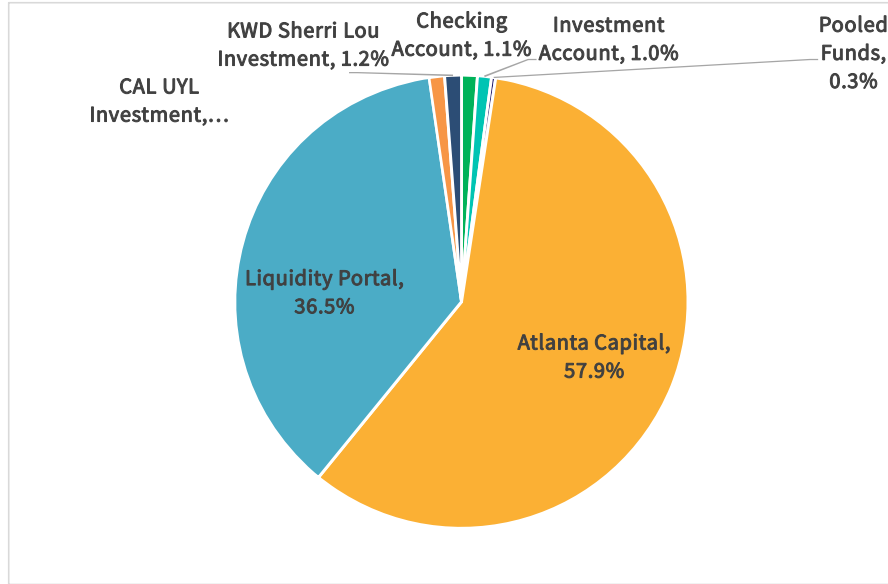
A handwritten signature in black ink that reads "Jennifer German". The signature is written in a cursive, flowing style.

Jennifer German
Regional Manager I
Krause Memorial/Nelson Township/Spencer Township Branches

cc: Lance Werner, KDL Executive



Monthly Cash Position Per Bank Month Ended August 2024



2024		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$214,175.94
Huntington Investment Account	3.186%	\$188,573.66
*Kent County Pooled Funds	4.079%	\$59,420.09
Atlanta Capital Investments		\$11,123,922.00
Huntington Liquidity Portal	5.170%	\$7,015,565.26
Caledonia UYL Investment	5.130%	\$209,948.78
KWD Sherri Lou Investment	5.150%	\$224,639.19
KDL Community Scholarship Fund	5.180%	\$179,054.24
		\$19,215,299.16

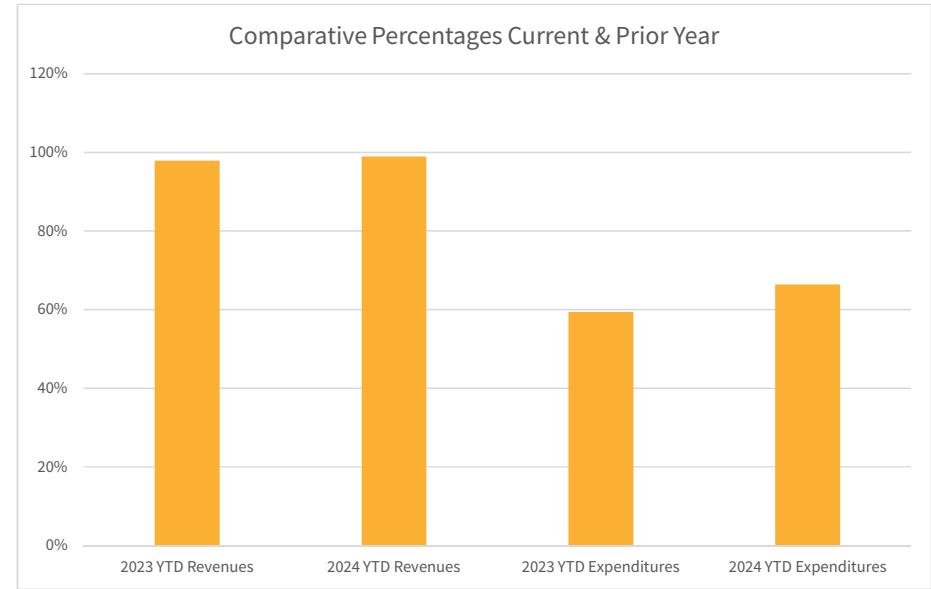
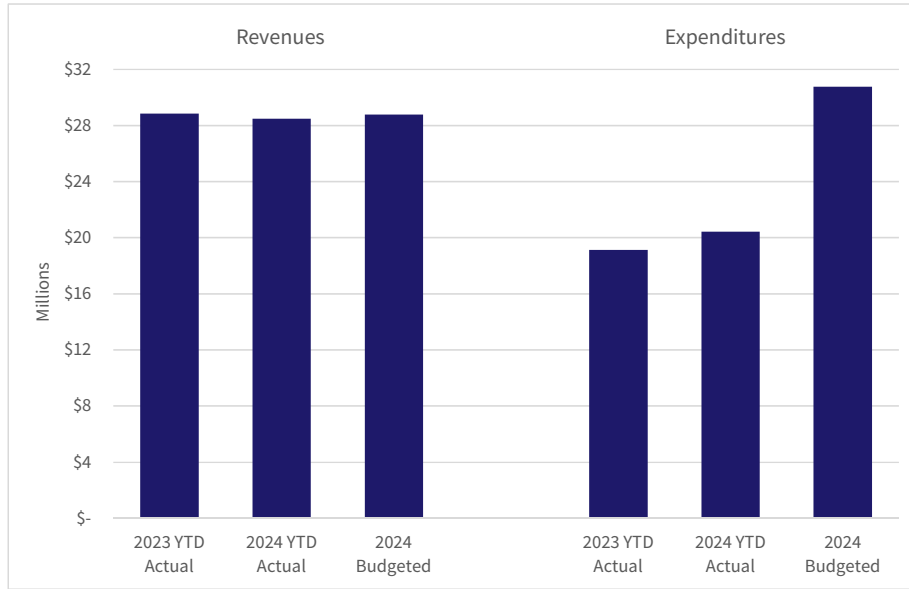
2023		
Account	Rate	Amount
Huntington Checking Account	0.500%	\$1,447,252.45
Huntington Investment Account	1.004%	\$1,142,887.84
*Kent County Pooled Funds	3.924%	\$57,208.77
Atlanta Capital Investments		\$11,820,249.00
Huntington Liquidity Portal		\$5,707,585.75
		\$20,175,183.81

* Includes Trust Pooled fund balances

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



Monthly Revenues and Expenditures Month Ended August 2024



Budget to Actual with Prior Year Comparison		
Revenues		
2023 YTD Actual	\$	28,865,330
2024 YTD Actual	\$	28,489,033
2024 Budgeted	\$	28,791,105
Expenditures		
2023 YTD Actual	\$	19,152,620
2024 YTD Actual	\$	20,452,014
2024 Budgeted	\$	30,772,917

Comparative Percentages Current & Prior Year	
Account	Amount
2023 YTD Revenues	97.9%
2024 YTD Revenues	99.0%
2023 YTD Expenditures	59.4%
2024 YTD Expenditures	66.5%

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2024 Through 8/31/2024
(In Whole Numbers)

	2024 YTD Actual	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Property Taxes	25,543,743	25,538,017	5,726	0 %
Penal Fines	692,190	630,000	62,190	10 %
Charges for Services	27,732	38,000	(10,268)	(27)%
Interest Income	791,101	562,100	229,001	41 %
Public Donations	539,369	525,000	14,369	3 %
Other Revenue	343,854	412,690	(68,836)	(17)%
State Sources	551,044	1,085,298	(534,254)	(49)%
Total Revenues	28,489,033	28,791,105	(302,072)	(1)%
Expenditures				
Salaries and Wages	9,069,587	13,959,043	4,889,456	35 %
Employee Benefits	2,605,209	4,126,316	1,521,106	37 %
Collections - Digital	2,501,427	2,936,317	434,890	15 %
Collections - Physical	1,218,901	2,062,452	843,551	41 %
Supplies	413,543	806,206	392,663	49 %
Contractual and Professional Services	1,799,375	2,445,755	646,380	26 %
Programming and Outreach	308,648	500,843	192,195	38 %
Maintenance and Utilities	1,466,100	2,307,050	840,950	36 %
Staff Development	129,119	282,640	153,521	54 %
Board Development	12,526	17,000	4,474	26 %
Other Expenditures	366,741	497,942	131,201	26 %
Capital Outlay	560,836	831,353	270,517	33 %
Total Expenditures	20,452,014	30,772,917	10,320,903	34 %
Excess Revenue Over (Under) Expenditures	8,037,019	(1,981,812)	10,018,831	(506)%

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 8/1/2024 Through 8/31/2024
(In Whole Numbers)

	2024 YTD Actual	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Revenues				
Interest Income	2,781	0	2,781	0 %
Public Donations	176,874	0	176,874	0 %
Total Revenues	<u>179,655</u>	<u>0</u>	<u>179,655</u>	<u>0 %</u>
Excess Revenue Over (Under) Expenditures	<u>179,655</u>	<u>0</u>	<u>179,655</u>	<u>0 %</u>

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2024 Through 8/31/2024
(In Whole Numbers)

	YTD Ending August 31, 2024	YTD Ending August 31, 2023	Total Variance
Revenues			
Property Taxes	25,543,743	26,456,191	(912,448)
Penal Fines	692,190	631,390	60,800
Charges for Services	27,732	25,519	2,213
Interest Income	791,101	526,859	264,242
Public Donations	539,369	400,948	138,420
Other Revenue	343,854	265,810	78,044
State Sources	551,044	558,612	(7,568)
Total Revenues	28,489,033	28,865,330	(376,298)
Expenditures			
Salaries and Wages	9,069,587	8,450,250	619,337
Employee Benefits	2,605,209	2,560,166	45,044
Collections - Digital	2,501,427	2,022,726	478,701
Collections - Physical	1,218,901	1,240,292	(21,391)
Supplies	413,543	428,287	(14,744)
Contractual and Professional Services	1,799,375	1,682,067	117,309
Programming and Outreach	308,648	251,541	57,107
Maintenance and Utilities	1,466,100	2,073,302	(607,202)
Staff Development	129,119	176,216	(47,096)
Board Development	12,526	15,950	(3,423)
Other Expenditures	366,741	397,535	(30,794)
Capital Outlay	560,836	687,894	(127,058)
Total Expenditures	20,452,014	19,986,226	465,788
Excess Revenue Over (Under) Expenditures	8,037,019	8,879,104	(842,085)

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 8/1/2024 Through 8/31/2024
(In Whole Numbers)

	YTD Ending August 31, 2024	YTD Ending August 31, 2023	Total Variance
Revenues			
Interest Income	2,781	0	2,781
Public Donations	176,874	0	176,874
Total Revenues	179,655	0	179,655
Excess Revenue Over (Under) Expenditures	179,655	0	179,655

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2024 Through 8/31/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Revenues					
Property Taxes					
4402	1,449	25,354,220	25,352,532	1,688	0 %
4412	812	3,798	10,000	(6,202)	(62)%
4432	10,194	40,716	30,000	10,716	36 %
4437	0	145,009	145,485	(476)	(0)%
	<u>12,454</u>	<u>25,543,743</u>	<u>25,538,017</u>	<u>5,726</u>	<u>0 %</u>
Penal Fines					
4581	692,190	692,190	630,000	62,190	10 %
	<u>692,190</u>	<u>692,190</u>	<u>630,000</u>	<u>62,190</u>	<u>10 %</u>
Charges for Services					
4660	46	1,276	0	1,276	0 %
4685	2,464	26,456	38,000	(11,544)	(30)%
	<u>2,510</u>	<u>27,732</u>	<u>38,000</u>	<u>(10,268)</u>	<u>(27)%</u>
Interest Income					
4662	916	7,166	6,000	1,166	19 %
4663	979	4,484	3,000	1,484	49 %
4664	205	1,360	1,500	(140)	(9)%
	<u>134,153</u>	<u>776,246</u>	<u>550,000</u>	<u>226,246</u>	<u>41 %</u>
4665	134,153	776,246	550,000	226,246	41 %
4666	234	1,845	1,600	245	15 %
	<u>136,488</u>	<u>791,101</u>	<u>562,100</u>	<u>229,001</u>	<u>41 %</u>
Public Donations					
4673	15,442	518,913	500,000	18,913	4 %
4674	408	20,456	25,000	(4,544)	(18)%
	<u>15,851</u>	<u>539,369</u>	<u>525,000</u>	<u>14,369</u>	<u>3 %</u>
Other Revenue					
4502	0	211,964	300,000	(88,036)	(29)%
4651	0	458	500	(42)	(8)%
4668	536	2,524	2,000	524	26 %
4686	0	2,307	2,500	(193)	(8)%
4688	0	763	3,000	(2,237)	(75)%
4695	21,149	125,839	104,690	21,149	20 %
	<u>21,685</u>	<u>343,854</u>	<u>412,690</u>	<u>(68,836)</u>	<u>(17)%</u>
State Sources					
4540	0	448,226	448,226	(0)	(0)%
4541	0	41,073	41,072	1	0 %
4548	61,745	61,745	76,000	(14,255)	(19)%
4549	0	0	520,000	(520,000)	(100)%
	<u>61,745</u>	<u>551,044</u>	<u>1,085,298</u>	<u>(534,254)</u>	<u>(49)%</u>
	<u>942,922</u>	<u>28,489,033</u>	<u>28,791,105</u>	<u>(302,072)</u>	<u>(1)%</u>
Expenditures					
Salaries and Wages					
5700	240	2,010	3,900	1,890	48 %
5706	800	3,300	0	(3,300)	0 %
5713	1,572,038	9,064,277	13,955,143	4,890,866	35 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2024 Through 8/31/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
Total Salaries and Wages	<u>1,573,078</u>	<u>9,069,587</u>	<u>13,959,043</u>	<u>4,889,456</u>	<u>35 %</u>
Employee Benefits					
5709 FICA	116,346	666,450	1,105,145	438,695	40 %
5717 Defined Contribution Pension Plan Contributions	73,882	420,423	609,671	189,248	31 %
5718 Employee Health Benefits	242,249	1,090,847	1,928,700	837,853	43 %
5720 HSA/Flex	3,000	370,000	392,000	22,000	6 %
5730 Other Employee Benefits	<u>6,235</u>	<u>57,490</u>	<u>90,800</u>	<u>33,310</u>	<u>37 %</u>
Total Employee Benefits	441,711	2,605,209	4,126,316	1,521,106	37 %
Collections - Digital					
5785 Cloud Library/OverDrive	292,500	1,599,750	1,943,500	343,750	18 %
5786 Hoopla	0	527,250	605,000	77,750	13 %
5787 Digital Collection	0	137,792	151,657	13,865	9 %
5788 Miscellaneous Electronic Access	<u>0</u>	<u>236,636</u>	<u>236,160</u>	<u>(476)</u>	<u>(0)%</u>
Total Collections - Digital	292,500	2,501,427	2,936,317	434,890	15 %
Collections - Physical					
5791 Subscriptions	748	69,979	81,540	11,561	14 %
5815 KDL Cruisers	3,667	9,167	10,100	933	9 %
5871 Branch Local Materials - Restricted Donation Expenditures	(34)	2,946	5,500	2,554	46 %
5982 Collection Materials - Depreciable	115,740	906,127	1,541,250	635,123	41 %
5983 CD/DVD Collection Materials - Non-Depreciable	28,395	216,922	384,062	167,140	44 %
5984 Beyond Books Collection - Non-Depreciable	(797)	13,760	40,000	26,240	66 %
Total Collections - Physical	147,719	1,218,901	2,062,452	843,551	41 %
Supplies					
5750 Collection Processing & AV Supplies	11,525	81,579	123,690	42,111	34 %
5751 Supplies	7,211	67,301	160,815	93,514	58 %
5760 Technology & Accessories <\$1000	1,711	8,404	59,476	51,072	86 %
5764 KDL Staff Event, Supplies & Awards	2,287	16,527	31,810	15,283	48 %
5768 Promotions Supplies	0	14,023	30,835	16,812	55 %
5770 Other Awards/Prizes	9,412	98,589	215,325	116,736	54 %
5790 Books (not for circulation)	0	19,826	30,485	10,659	35 %
5851 Mail/Postage	692	24,910	28,770	3,860	13 %
5900 Copier/Printer Usage Charges	<u>13,161</u>	<u>82,384</u>	<u>125,000</u>	<u>42,616</u>	<u>34 %</u>
Total Supplies	45,997	413,543	806,206	392,663	49 %
Contractual and Professional Services					
5792 Software	34,428	563,638	677,119	113,481	17 %
5801 Professional & Other Contracted Services	33,913	431,949	760,190	328,241	43 %
5813 Delivery Services	15,549	109,459	161,717	52,258	32 %
5814 Security Services	1,698	11,376	23,000	11,624	51 %
5817 Lakeland Library Co-op services	1,627	4,880	6,505	1,626	25 %
5827 Catering	0	4,795	29,850	25,055	84 %
5873 Website	67	168,002	195,635	27,633	14 %
5875 Advertising	3,242	110,284	115,750	5,466	5 %
5890 ILS Fees	41,269	157,786	159,771	1,985	1 %

Kent District Library
Statement of Revenues and Expenditures
101 - General Fund
From 8/1/2024 Through 8/31/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
5891 Licenses and Fees	14,202	118,259	189,547	71,288	38 %
5901 Outsourced Printing & Publishing	16,295	118,947	126,671	7,724	6 %
Total Contractual and Professional Services	162,288	1,799,375	2,445,755	646,380	26 %
Programming and Outreach					
5795 Programming & Outreach Supplies	6,302	79,323	201,178	121,855	61 %
5885 Speakers/Performers	1,038	209,420	277,150	67,730	24 %
5906 Community Outreach	1,792	19,905	22,515	2,610	12 %
Total Programming and Outreach	9,131	308,648	500,843	192,195	38 %
Maintenance and Utilities					
5810 IT COLO Infrastructure Services	33,959	300,215	450,000	149,785	33 %
5822 Maintenance Contracts	2,504	10,784	53,199	42,415	80 %
5848 Mobile Hotspots	83	226,754	399,644	172,890	43 %
5849 Cell Phones/ Stipends	1,480	16,504	25,715	9,211	36 %
5850 Telephones	5,133	29,949	42,000	12,051	29 %
5852 Internet/Telecomm Services	29,316	124,835	150,460	25,625	17 %
5919 Waste Disposal	1,619	5,143	8,200	3,057	37 %
5920 Utlities	10,036	36,944	90,000	53,056	59 %
5925 Lawncare & Snowplowing	639	13,908	43,000	29,092	68 %
5928 Branch Maintenance Fees	0	424,577	564,786	140,210	25 %
5930 Repairs & Maintenance	4,276	40,062	97,370	57,308	59 %
5933 Software & IT Hardware Maintenance Agreements	1,745	95,473	138,000	42,527	31 %
5940 Rentals & Leases	4,589	140,954	244,676	103,722	42 %
Total Maintenance and Utilities	95,379	1,466,100	2,307,050	840,950	36 %
Staff Development					
5910 Staff Development & Conferences	14,104	129,119	282,640	153,521	54 %
Total Staff Development	14,104	129,119	282,640	153,521	54 %
Board Development					
5908 Board Development	0	12,526	17,000	4,474	26 %
Total Board Development	0	12,526	17,000	4,474	26 %
Other Expenditures					
5759 Gas, Oil, Grease	302	3,001	8,160	5,159	63 %
5860 Parking	69	648	2,765	2,117	77 %
5861 Mileage Reimbursement	6,459	31,945	62,579	30,634	49 %
5870 Branch Local Misc - Restricted Donation Expenditures	22,293	133,134	199,290	66,156	33 %
5907 Sponsorships/Donations	250	2,422	10,675	8,253	77 %
5935 Insurance	0	123,334	123,334	0	0 %
5939 Workers Compensation Insurance	0	25,339	25,339	0	0 %
5955 Miscellaneous	4,874	6,548	16,100	9,552	59 %
5959 Sales Taxes	12	(74)	100	174	174 %
5964 Property Tax Reimbursement	1,952	39,141	46,000	6,859	15 %
5965 MEL Return Items	207	1,302	3,600	2,298	64 %
Total Other Expenditures	36,417	366,741	497,942	131,201	26 %
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 8/1/2024 Through 8/31/2024
(In Whole Numbers)

	Current Month	2024 YTD	2024 Amended Budget	2024 Amended Budget to Actual Variance	Percent Remaining
5978 Technology - Depreciable (5,000+)	0	478,922	483,653	4,731	1 %
5979 Equipment/Furniture - Non-Depreciable (\$0-4999)	671	671	20,000	19,329	97 %
5980 Equipment/Furniture - Depreciable (\$5000+)	0	31,298	255,250	223,952	88 %
Total Capital Outlay	<u>671</u>	<u>560,836</u>	<u>831,353</u>	<u>270,517</u>	<u>33 %</u>
Total Expenditures	<u>2,818,996</u>	<u>20,452,014</u>	<u>30,772,917</u>	<u>10,320,903</u>	<u>34 %</u>
Excess Revenue Over (Under) Expenditures	<u>(1,876,074)</u>	<u>8,037,019</u>	<u>(1,981,812)</u>	<u>10,018,831</u>	<u>(506)%</u>

Kent District Library
Statement of Revenues and Expenditures
157 - Scholarship Fund
From 8/1/2024 Through 8/31/2024
(In Whole Numbers)

	<u>Current Month</u>	<u>2024 YTD</u>	<u>2024 Amended Budget</u>	<u>2024 Amended Budget to Actual Variance</u>	<u>Percent Remaining</u>
Revenues					
Interest Income					
4663	785	2,781	0	2,781	0 %
	785	2,781	0	2,781	0 %
Public Donations					
4673	150	176,874	0	176,874	0 %
	150	176,874	0	176,874	0 %
	935	179,655	0	179,655	0 %
Excess Revenue Over (Under) Expenditures	935	179,655	0	179,655	0 %

Kent District Library
Check/Voucher Register - Check Register - Board Report
From 8/1/2024 Through 8/31/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2024-1945	Overdrive, Inc	292,500.00	8/21/2024
AP-PH08-09-24	Priority Health	92,460.29	8/9/2024
2024-1934	IP Consulting, Inc.	61,664.98	8/21/2024
2024-1933	Ingram Library Services Llc	54,289.67	8/21/2024
AP-PH08-30-24	Priority Health	42,887.19	8/30/2024
AP-PH08-02-20...	Priority Health	30,876.18	8/2/2024
AP-2400000609	Priority Health	28,405.20	8/2/2024
2024-1880	Ingram Library Services Llc	24,527.26	8/7/2024
AP-PH08-16-24	Priority Health	21,723.49	8/16/2024
2024-1902	Baker & Taylor	20,406.89	8/21/2024
AP-June 2024	American Heritage Life Insurance Company / Allstate Benefits	14,604.98	8/22/2024
AP-July 2024	American Heritage Life Insurance Company / Allstate Benefits	14,502.08	8/22/2024
88214	Michigan Office Solutions (MOS)	13,906.77	8/21/2024
AP-PH08-23-24	Priority Health	13,574.10	8/23/2024
2024-1948	Rehmann Robson LLC	13,400.00	8/21/2024
2024-1864	Everstream Holding LLC- Michigan	13,123.88	8/7/2024
2024-1856	Baker & Taylor	11,983.17	8/7/2024
AP-241960001...	Priority Health	11,274.44	8/1/2024
2024-1935	Irie-AT, Inc.	9,513.30	8/21/2024
2024-1886	Midwest Tape LLC	9,380.35	8/7/2024
2024-1862	Ebsco Information Services	9,247.32	8/7/2024
2024-1941	Midwest Tape LLC	8,639.50	8/21/2024
2024-1950	Same Day Delivery, Inc	7,706.19	8/21/2024
2024-1949	RNL Graphics Solutions, LLC	7,684.64	8/21/2024
2024-1860	Comerica Bank	7,680.12	8/7/2024
AP-05618784	Paycor, Inc.	7,273.75	8/7/2024
2024-1906	Comerica Bank	6,707.32	8/21/2024
88165	Playaway Products LLC	6,644.95	8/7/2024
2024-1947	Quipu Group, LLC	6,170.00	8/21/2024
88219	OrCam Inc.	5,000.00	8/21/2024
AP-LFROAug	Priority Health	4,998.25	8/2/2024
2024-1889	Same Day Delivery, Inc	4,798.50	8/7/2024
2024-1851	AMAZON CAPITAL SERVICES, INC	4,753.95	8/7/2024
88230	Ten Finger Fish	4,726.02	8/21/2024
2024-1881	IP Consulting, Inc.	4,500.00	8/7/2024
88176	Triumph Music Academy	4,150.00	8/7/2024
AP-207147622...	Consumers Energy	4,086.97	8/1/2024
88148	Governmental Consultant Services Inc.	4,000.00	8/7/2024
AP-207147659...	Consumers Energy	3,798.34	8/30/2024
88136	Atlanta Capital Management Co, LLC	3,771.00	8/7/2024
2024-1850	Advanced Benefit Solutions, Inc / 44 North	3,468.00	8/7/2024
AP-August 2024	PLIC - SBD Grand Island	3,428.90	8/1/2024
88188	BrightBenefits	3,376.75	8/21/2024
2024-1894	Xerox Financial Services LLC	2,904.22	8/7/2024
88169	Sabopr	2,782.91	8/7/2024
2024-1890	TelNet Worldwide, Inc.	2,564.78	8/7/2024
88131	Andrew Vanden Heuvel/AVH Consulting	2,100.00	8/7/2024
2024-1891	Thomas Klise/Crimson Multimedia	2,020.00	8/7/2024
2024-1892	UAW Local 2600	1,988.42	8/7/2024
2024-1954	UAW Local 2600	1,966.42	8/21/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 8/1/2024 Through 8/31/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
88203	Janway Company Usa, Inc.	1,957.06	8/21/2024
88209	Kent County Treasurer-Mi Tax Tribunal Refunds	1,952.22	8/21/2024
AP-201364567...	Consumers Energy	1,939.09	8/6/2024
88149	GR Bikes, LLC	1,833.33	8/7/2024
2024-1909	Cengage Learning	1,807.47	8/21/2024
AP-653936	123.Net, Inc	1,724.00	8/13/2024
88175	Today's Business Solutions, Inc.	1,599.24	8/7/2024
2024-1936	Pre-Paid Legal Services, Inc.	1,510.40	8/21/2024
88233	Unique	1,438.20	8/21/2024
2024-1942	TELUS HEALTH (US) LTD.	1,408.47	8/21/2024
88232	Troost Service Company	1,394.00	8/21/2024
2024-1858	Central Michigan Paper	1,320.00	8/7/2024
2024-1907	DK Security	1,273.20	8/21/2024
2024-1865	Cengage Learning	1,241.22	8/7/2024
88199	Hatka Kecalovic	1,044.29	8/21/2024
2024-1944	Nicole Zaagman Enterprises, LLC	1,037.50	8/21/2024
88194	Deaf & Hard of Hearing Services	1,013.26	8/21/2024
2024-1887	Nationwide	1,008.34	8/7/2024
88210	Kristy Lynn McPherson-Leitz	1,000.00	8/21/2024
88145	Earth Radio LLC	1,000.00	8/7/2024
88191	Church of the Servant CRC	1,000.00	8/21/2024
88189	Caledonia Community Schools	1,000.00	8/21/2024
2024-1896	AMAZON CAPITAL SERVICES, INC	993.15	8/21/2024
88195	Elm Usa	990.00	8/21/2024
88171	Stephen Jack Laubaugh	895.00	8/7/2024
88220	Pam Spring Advertising, Llc	855.00	8/21/2024
2024-1888	RNL Graphics Solutions, LLC	792.34	8/7/2024
2024-1882	Kalamazoo Sanitary Supply / KSS Enterprises	753.84	8/7/2024
88126	ACP Entertainment, Inc.	750.00	8/7/2024
88128	Adolfo Valle	750.00	8/7/2024
88135	Ashley Lomasney - Kindermusik	750.00	8/7/2024
88196	EveryLibrary Institute NFP	700.00	8/21/2024
2024-1895	Adtegrity / Media Place Partners	655.85	8/21/2024
88129	All Season Lawn Care	639.25	8/7/2024
AP-August 2024	Delta Dental Of Michigan	620.88	8/12/2024
88163	MLA- Michigan Library Association	560.00	8/7/2024
AP-293402	Arrowaste	531.91	8/16/2024
88162	Michigan Office Solutions (MOS)	515.00	8/7/2024
2024-1956	Warner Norcross & Judd Llp	476.00	8/21/2024
88134	Ashley Davis	450.00	8/7/2024
88185	Ashley Davis	450.00	8/21/2024
2024-1859	Cloud 616 LLC	450.00	8/7/2024
88208	Karen Small	445.63	8/21/2024
88133	Aqua Blue Aquarium Solutions	425.00	8/7/2024
2024-1937	Lerner Group	413.76	8/21/2024
88132	Angelina L Bertoni	400.00	8/7/2024
88142	Community Media Center	400.00	8/7/2024
88174	TMC Furniture, Inc.	399.00	8/7/2024
2024-1908	Ebsco Information Services	372.91	8/21/2024
2024-1903	Blackstone Audio Inc	369.94	8/21/2024
88151	Haley Terpstra/Herbal Meadows Botanicals	350.00	8/7/2024
88200	Hennie Vaandrager	342.50	8/21/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 8/1/2024 Through 8/31/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
2024-1861	DK Security	339.52	8/7/2024
88207	Jordan Perkins	320.50	8/21/2024
88201	Jackie Boss	320.50	8/21/2024
88222	Rachel Groters	320.50	8/21/2024
88159	Julianne Bouwens	300.00	8/7/2024
88231	The Rosen Publishing Group, Inc.	265.80	8/21/2024
88181	Absopure Water Company	262.95	8/21/2024
AP-2911282-08...	Comcast Cable	251.85	8/9/2024
88144	Devin Anderson	250.00	8/7/2024
88140	Christopher Swinson / Mycophiles Garden LLC	250.00	8/7/2024
88160	Laura Hobson	250.00	8/7/2024
88161	Malachi Joseph Jourden	250.00	8/7/2024
88170	Seritas Black Rose LLC	250.00	8/7/2024
88227	Sarah Fox	241.50	8/21/2024
88216	Monica Walen	241.50	8/21/2024
88218	Natalie Karsten	241.50	8/21/2024
88212	Lynn Goldberg	241.50	8/21/2024
88211	Laura DeJong	241.50	8/21/2024
88184	Anne Bartsch	241.50	8/21/2024
2024-1857	Blackstone Audio Inc	240.23	8/7/2024
AP-20326757-7...	Dte Energy	211.36	8/5/2024
2024-1946	Performance Assessment Network	200.00	8/21/2024
88173	Thom Jayne	175.00	8/7/2024
88205	Jennifer Savage-Dura	162.50	8/21/2024
88153	Hope Network West Michigan	161.77	8/7/2024
88146	Folias Music LLC	150.00	8/7/2024
2024-1866	Gemaryah Whitley	150.00	8/7/2024
88158	Joshua Garvelink	150.00	8/7/2024
88154	Jaci Cooper	150.00	8/7/2024
88156	Jason Kotarski	150.00	8/7/2024
88157	Jay F Bittinger	150.00	8/7/2024
88166	Porter Kenyon	150.00	8/7/2024
88164	Pia Lu	150.00	8/7/2024
88139	Christopher Cranick	150.00	8/7/2024
88138	Audrey Pearson	150.00	8/7/2024
2024-1852	Anthony Geren	150.00	8/7/2024
88127	Adam Flynn	150.00	8/7/2024
88124	Aaron Wright	150.00	8/7/2024
88168	Ryne Clarke	150.00	8/7/2024
88167	Rebecca Rodriguez	150.00	8/7/2024
88178	Zachary Hatchett	150.00	8/7/2024
88179	Zachary Hatchett	150.00	8/7/2024
88147	Gaines Charter Township	136.29	8/7/2024
AP-0021585-08...	Comcast Cable	126.90	8/1/2024
2024-1863	Everlasting Green Plantscape LLC	120.00	8/7/2024
AP-017158	Medtipster.com, LLC.	117.05	8/27/2024
2024-1905	Christina Tazelaar	116.95	8/21/2024
2024-1893	Vital Records Holdings, LLC / VRC Companies, LLC	110.61	8/7/2024
88225	Sara Magnuson	101.00	8/21/2024
88226	Sara Moseley	101.00	8/21/2024
88229	Shaunna Martz	101.00	8/21/2024

Kent District Library
 Check/Voucher Register - Check Register - Board Report
 From 8/1/2024 Through 8/31/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
88192	Clare O'Tsuji	101.00	8/21/2024
88193	Clyde Waltenbaugh Jr.	101.00	8/21/2024
88182	Amber Elder	101.00	8/21/2024
88183	Anna Hesselschwerdt	101.00	8/21/2024
88186	Ashten Vanderploeg	101.00	8/21/2024
88217	Nanette Zorn	101.00	8/21/2024
88215	Mike Golczynski	101.00	8/21/2024
88223	Rebecca Avella	101.00	8/21/2024
88197	Gwennan Lawcock	101.00	8/21/2024
88198	Hannah Lewis	101.00	8/21/2024
88204	Jennifer DeVault	101.00	8/21/2024
88206	Johanna Boyle	101.00	8/21/2024
2024-1953	Tracy Chrenka	96.20	8/21/2024
2024-1952	Sheri Gilreath-Watts	90.04	8/21/2024
2024-1943	Nicole Lintemuth	88.02	8/21/2024
88137	Audrey Barker	84.90	8/7/2024
AP-9970453773	Verizon Wireless - MiFy Routers & Cell phones	83.10	8/21/2024
88213	Madelyn Besaw	81.60	8/21/2024
2024-1904	Carla Hotz	75.69	8/21/2024
88228	Sarah Plantinga	73.98	8/21/2024
88125	Absopure Water Company	67.45	8/7/2024
88143	Delta College	63.99	8/7/2024
88130	Amy Amanda Fortin	60.00	8/7/2024
88221	Peter Dykhuis	48.09	8/21/2024
88190	Center Point Publishing	47.94	8/21/2024
2024-1897	Andrew Erlewein	43.80	8/21/2024
88172	Tara Mix	42.94	8/7/2024
2024-1951	Sarah Ann Weller	36.30	8/21/2024
88187	Audiocraft Publishing Inc	35.94	8/21/2024
88141	City of Midland	32.45	8/7/2024
88150	Grainger	25.46	8/7/2024
88177	UPS	17.81	8/7/2024
2024-1955	Voices for Health, Inc.	16.39	8/21/2024
88155	Jackson District Library	13.95	8/7/2024
88152	Hooked On Phonics	11.99	8/7/2024
88202	Janelle Waugh	11.59	8/21/2024
88224	Regina Tighe	9.95	8/21/2024
Report Total		998,223.54	

Kent District Library
Check/Voucher Register - Voided Checks
From 8/1/2024 Through 8/31/2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Check Date</u>
85851	Morgan Kooiman	(5.99)	8/13/2024
85933	Morgan Kooiman	(19.95)	8/13/2024
88109	MLA- Michigan Library Association	(775.00)	8/1/2024
88157	Jay F Bittinger	(150.00)	8/30/2024
88178	Zachary Hatchett	(150.00)	8/7/2024
Report Total		<u>(1,100.94)</u>	

Director's Report August 2024



Amy Van Andel + East Grand Rapids

In East Grand Rapids there are many kids that come over to play games after school, and our staff are learning a lot about what an e-sports space may look like in the future. It's exciting to think about. Most recently ABL Ryan Lacovone used the EGR library 3D printer to create a switch controller holder to make it easier for people with large hands (adults, caregivers) to play. A picture of the holder is to the right and it's just one example of how he is trying to make gaming more accessible.

In Ada, some of the most well-attended events were the E-Sports tournaments or the Mario Kart Tournaments. Having an audience already interested in gaming is a great opportunity to talk up the labs at the Service Center, Kentwood, and Kelloggsville. Will Wolf attended both of these events and is an amazing advocate for E-Sports, and is great with kids and parents alike.



Alto + Lowell

While Alto lacks the space for a proper e-sports setup like other branches over the summer the branch invested in some more switch controllers and videogames so that when young patrons came into the branch to do some gaming on the computers the team was able to offer an impromptu switch gaming session. This was a fun way to engage with patrons. Alto is getting ready for the 43rd annual Harvest Fest & Car Show on September 14th. Hundreds of classic and exotic vehicles will be spread throughout the town. The library will host a book sale, a baking contest, and a kid zone during the event and the Bookmobile is also making an appearance. We're excited about continuing to grow our Thursday morning Storytime as it offers residents another option with our updated Thursday and Friday hours.

Lowell is excited to be back in full swing with programming and dialing in our efforts to connect with patrons. On Monday nights we have our Kid Zones and one of the programs on a three week rotation is Nintendo Switch night. This is always well attended as our grade school kids battle it out on Mario Kart and Smash Bros. Our hope is that new patrons and families will be recognized by staff and that we will be able to facilitate connecting with them and connecting them with other families in the community.

Director's Report August 2024

Byron + Grandville

At both Grandville and Byron gaming programs in the branches have long been popular. Both branches regularly host SmashBros and/or Mario Kart Tournaments and those are often among the most popular teen or big kid programs the branches will host in a season.

Space is a limiting issue at both branches when it comes to more formal/permanent placement of E-Sports equipment so both branches are anxiously watching how things go at initial branches, particularly when it comes to lap top lab gaming to see how it can inform branch spaces soon.



Featured Department

Programming

As the Programming Team recovers (!) from another great Summer Wonder at KDL, they take some time to celebrate a record season. KDL had 20,372 completers, up 13% over 2023. In addition, they had 86,577 people attend our 1428 programs, up 12% over 2023. Both of these numbers represent an all-time record for summer engagement at KDL. It takes a team to pull off this flagship program. The Summer Workgroup (led by Branch Outreach and Programming Specialists Julie Ralston and Leigh Verburg), Programming Department, Marcom Department and all the frontline staff contributed significantly to this large endeavor. Not to mention all the behind-the-scenes work that happens to get the materials on the shelf and the buildings running smoothly. There is a lot of satisfaction to be found knowing that the needle moved on the “summer slide” in Kent County. The team is taking some time to review feedback from patrons and staff as they begin to look ahead to 2025. The goal is to always refine and tweak to make an even better program each year.



Looking ahead, they are excited to launch Legendary Readers (KDL’s new school age/school year reading program) in September. Staff will be promoting this heavily in the branches and out in the schools. Kudos to the project team, led by Branch Outreach and Programming Specialist Monica Walen and Branch Librarian Alyson Cryderman, for the stellar work on pulling this new reading program together.

In the lead up to the election in November, KDL will have a series in partnership with World Affairs Council called “The Radical Middle.” The hope is to foster healthy conversation and community as KDL looks for common ground. This will take place at the Kentwood Branch in October.

On the Same Page, Next Nexus Summit, Felt Succulents, Write Michigan Short Story Contest, Teen Photo Contest, A Very Eric Carle Storytime Special, Trivia Night and so much more...KDL has a lot to offer via programming to patrons this fall. It’s very busy in the Programming Department, just the way they like it!

Special shout out to the Programming Specialists: Keeva Filipek, Amber Elder and Lauren Hagerman Tekelly. Without their hard work, clear communication and ingenuity, KDL’s programming machine would come to a grinding halt. The work of the Programming and Outreach Manager and the Branch Outreach and Programming Specialists (BOPS) is made possible because of their support.



Featured Department

Community Engagement

This summer was a whirlwind of activity for the Community Engagement Department, and the Bookmobile was right at the heart of it all! We experienced a few changes in the team, but the dedication and enthusiasm of the staff and interns kept the wheels turning.

Community Engagement Manager Sara Proano bid a farewell in May, and Community Engagement Librarian Joyanne Huston-Swanson embarked on a new adventure as a Manager in Training. Luckily, Craig Buno, Alpine/Tyrone/Walker Regional Manager II, stepped in to keep things running smoothly. The Community Engagement department also welcomed two fantastic interns: Colleen Hazelton, a newcomer to the KDL family, and Jennifer Poppo, who returned to lend a helping hand for a second year.

Their contributions were invaluable as the team hit the road and participated in 119 events, reaching 8,892 visitors over the summer. From festivals like A Glimpse of Africa, Festival of the Arts and Grand Rapids Pride Festival to local community events, the KDL Community Engagement team was a welcome sight. But the adventures weren't confined to the road. There were also significant strides behind the scenes. The team relocated the Little Free Library from The Rapid Central Station to a new home at Cherry Hill Health in Wyoming. The Gather to Grow lunches continued to nourish bodies and minds and expanded the reach by visiting new locations. This summer, the Community Engagement partnered with Kent County Parks to bring exciting KDL programs and presenters to the great outdoors. From the captivating Alligator Sanctuary to the rhythmic Drums for All, there was something for everyone. The team also had the opportunity to connect with adult students through the Wayfinder program, sharing the wealth of resources KDL has to offer.

In addition to these exciting initiatives, the team tackled some behind-the-scenes tasks. With the new wand, they scanned the entire Bookmobile collection, both on the vehicle and in the garage. A sort-assist pad was implemented and Tote Manifest to streamline the materials management. And let's not forget the garage makeover of adding new shelves.

It was a busy summer, filled with laughter, learning and a whole lot of Bookmobile adventures. As the team looks back on this season of change and growth, they are excited to see what the future holds for the Community Engagement Department and the beloved Bookmobile as we plan reoccurring route stops in the community starting this fall. There is a new stop at Grattan Township on Tuesday mornings which will feature storytimes from Sandy Graham.



Katie Kudos

August 2024

Jill Essenburg –Collection Services Assistant - Service Center

Nominated By: Jessica Hannah

Helpful

“On Thursday, the person who was scheduled to do paging for Melcat called in sick. Despite having plenty to do, Jill stepped up and took Cathy’s place in delivery. This way, paging could get done. Thank you for giving your time, Jill!” **AND** “Jill is so lovely and stayed late tonight to make sure the Same Day driver was able to get into the building after he delivered to the Cascade Township branch. Thank you for putting the team first and going above and beyond!”

Sarah Foster – Collection Services Assistant - Service Center

Nominated By: Jessica Hannah

Helpful AND Authentic

“Sarah and Lauren did an excellent job learning and performing the monthly cleaning of the sorter.” **AND** “I enjoy watching the easy way Holly and Sarah work together. Whether it is in delivery or discussing hot spots, the two of them clearly have a great deal of respect for one another. It shows in the quality of work they do.”

Nominated By: Judy Pawloski

Authentic

“Sarah is always so sweet and willing to go the extra mile to help in any way she sees to those who need assistance. She is such a hard worker. I am glad she is on my team!”

Becca Organek – Shelver - Plainfield Township

Nominated By: Alyssa Coe

Helpful

“Thank you for your help with my workroom shift this morning.”

Nominated By: Katherine Gardon

Positive

“Becca helped me out with a ton of extra shelving today due to display switches. She was always willing and did so with a positive and understanding attitude. Thank you so much, Becca, for the extra help!”

Upcoming Meetings + Dates of Interest

Upcoming Meetings

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

Regular Board Meeting
Thursday, November 21, 2024
4:30 PM
KDL Caledonia Branch

Regular Board Meeting +
Executive Director Evaluation
Thursday, December 19, 2024
KDL Service + Meeting Center

Dates of Interest

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

KDL Pension Meeting
November 20, 2024
1:00 PM
KDL Service + Meeting Center

Kent
District
Library
kdl.org



Information ●
Ideas ▽
Excitement!



MONTHLY PROJECT REPORT

AUGUST 2024

1 New projects approved

11 In queue

2 Declined

11

Active Approved
Projects

	On Time	11
	Late (At Risk)	0
	Paused	0
	Completed since 01/24	9

MarCom Supplies Request System Upgrade

Project Lead: Janice Greer
Status: On Track - NEW

Approval Date: 08.28.2024
Due Date: 12.12.2024



MarCom's current system for ordering Printed Materials and Supplies is inefficient and confusing. This project will develop an online supply ordering system using Wix, which will mimic the experience of online shopping. The project team will test this new system and introduce bonus features to supply ordering, such as inventory management and departmental budget tracking.

AHA Blood Pressure Monitors

Project Lead: Randy Goble
Status: Complete

Approval Date: 03.11.2024
Due Date: 08.14.2024

Thanks to the connections made by its Community Engagement Department, KDL formed a partnership with the American Heart Association (AHA) to raise awareness about hypertension and the benefits of at-home blood pressure (BP) monitoring. By offering BP monitors for checkout, patrons now have a cost-free and convenient opportunity to take charge of their health at home. A grant from the AHA will allow KDL to launch a targeted marketing campaign in February, coinciding with American Heart Month. This will help raise awareness about the importance of regular BP monitoring. Special thanks to Randy Goble, Liz Guarino, Johanna Boyle, Yuko Roberts, Brad Baker, Duncan Watson, Kelsey Little and Jaci Cooper for their contributions to this project.

Automated Materials Handling

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

Approval Date: 09.13.2023
Due Date: 09.30.2024

The project is nearing completion, with continued improvements in delivery efficiency. The PMO distributed a rollout and training survey to all staff in late August. The survey will close in September, after which the project team will review the responses and address any relevant feedback.

Esports - Phase 2: Pilot Branch

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

Approval Date: 04.24.2024
Due Date: 12.16.2024

The Kelloggsville Branch Gaming Lab is complete - and just in time for the start of the school year! The lab has quickly become a popular after-school destination, with students eagerly lining up at the library doors to enjoy their favorite games.

Additionally, the team is excited to welcome back Andrew Vanden Heuvel to lead “Intro to Game Building” programs. Vanden Heuvel has previously collaborated with KDL on the Summer Games Fortnite Creative challenge, where two young patrons placed third. The project team eagerly anticipates the creativity and enthusiasm that these new sessions will inspire in more young gamers.



Free Printing Sustainability Plan

● **Project Lead:** Faye Harbison
Status: On Track

Approval Date: 06.26.2024
Due Date: 01.17.2025

The project team has decided to rollout changes to printing services in phases. Phase one is to reinforce the existing guidelines of only allowing patrons to use KDL-provided paper. To help with this, the project team will create a Local Print Services pamphlet that will provide information on area businesses that offer printing services beyond the capabilities of KDL branch printers. The goal of these changes is to reduce wear on printers and free up staff time. Ray Mysels and Gwennan Lawcock, Network Systems Specialists, are currently refining the processes for signing into a scan station and (re)integrating payment and validation into the workflow of all relevant applications.

In-Branch Experience

Project Lead: Laura Youells
Status: On Track

Approval Date: 02.28.2024
Due Date: 12.28.2024

The board games and community quilt pilots have reported great engagement at some branches and moderate at others. Pilot branches have experimented with the location of the experience in the branch to see if certain areas would be more inviting. On September 18, all branches will be invited to find the fall fun and participate in a systemwide pumpkin decorating competition with voting open to the public.

The form to gather experience ideas from all KDL staff has received an ample number of submissions. The project team has plans to meet in person on September 16 to review these ideas as well as ones from the project team brainstorming session in April. Team members will then flesh out these ideas to create a menu.



Legendary Readers

Project Lead: Monica Walen
Status: On Track

Approval Date: 09.27.2023
Due Date: 07.31.2025

The project team has been finalizing preparations for the September 3 launch of Legendary Readers. Promotional supplies, including stickers for Summer Wonder participants returning their special bookmark from their prize book, have been distributed to branches. A rotating packet featuring cryptids is in development. To promote the program, T-shirts have been delivered to branches and staff were encouraged to wear them on September 3 to celebrate the launch.

Materials Handling Time Study

Project Lead: Trish Reid
Status: On Track

Approval Date: 03.25.2024
Due Date: 12.06.2024

This project is still in process. Dates for the second round of data collection will be determined in September and there will be more to report after the data is collected.

Next Nexus AI Summit

Project Lead: Hannah Lewis
Status: On Track

Approval Date: 05.01.2024
Due Date: 11.06.2024

The Next Nexus AI Summit is almost here. Registration opens on September 3. Two hundred spots are available: one hundred at the Service and Meeting Center and one hundred at the Kentwood Branch. To promote the event, KDL's marketing team will be utilizing a variety of channels. These include a newsletter, a scheduled interview with Fox 17 featuring project leader Hannah Lewis and panelist Morgan Hanks, social media campaigns, the Fall Kaleidoscope and the KDL website.



On the Same Page 2025

Project Lead: Hennie Vaandrager
Status: On Track

Approval Date: 06.01.2024
Due Date: 12.01.2025

Contracts with both authors for On the Same Page 2025 have been finalized. The event is scheduled for April 30, 2025. Venue selection will be completed within the next month. The project team plans to send a communication bulletin to staff in early September, announcing the speakers and event details, with a public announcement to follow in late November. Preparations are underway for various event elements, including book orders, book club planning and supporting programming.

Open Lab AI Exploratory Project

Project Lead: Morgan Hanks
Status: Complete

Approval Date: 02.28.2024
Due Date: 08.31.2024

The AI exploration project was successfully closed, providing a strong foundation for the AI Advisory Group. The group's initial focus will be on workforce training in AI usage and establishing a strategic approach for integrating AI within the organization. This transition marks an important step in KDL's strategic focus on embracing AI technology while ensuring ethical and responsible training and usage. Many thanks to this exploratory team: Morgan Hanks, Jaci Cooper, Remington Steed, Liz Knapp, Shaunna Martz, Dhanya Ravi, Trish Reid, Randy Goble and Ryan Iacovone.

Physical Collection Audit

● **Project Lead:** Joshua Bernstein
Status: On Track

Approval Date: 08.23.2023
Due Date: 12.16.2024

The Physical Collection Audit project is excited to resume, with the goal of completing the final deliverables. Project Leader Josh Bernstein updated the team on the remaining tasks and provided a timeline for the final phase. The team is planning a final weeding and relocation of materials for late October through early November. The project is expected to conclude December 16.

Teen Graphic Novel Contest

● **Project Lead:** Madelyn Besaw
Status: On Track

Approval Date: 07.17.2024
Due Date: 11.24.2025

The project is officially underway after the team's first meeting on August 22. Early meetings will focus on solidifying the project timeline - selecting specific dates for the contest, celebration event, marketing rollout and staff training - and establishing an initial task list, priority items and due dates. Starting priorities include selecting summer presenters to provide programming support for the contestants, drafting rules for the competition entries and brainstorming designs for marketing.

BUILDING PROJECTS

Cascade Township

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

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

Cascade Township has committed another \$250,000 to the library refresh project. The initial design for finishings is almost complete. Next steps will focus on finalizing furniture and equipment selections. Lulu Brown met with Kurt Stevens, Director of IT, to discuss adding express printing stations into the plans. In September, the Cascade Branch Task Teams will assess staff needs and develop recommendations for C2AE. The final design and timeline will be presented to the township board for approval in October. The refresh project is aiming to begin in mid-February 2025, pausing during Summer Wonder.

Friendship Park will have umbrellas installed this month. In 2025, Lulu Brown and Ashley Smolinski will work with Native Edge and the new Director of Parks and Recreation to create signage and passive engagement activities in the space. Planned enhancements include two more sensory play elements in the woodland exploration area, a bird cam, local artist sculptures, a free little art gallery, a free little seed library, seasonal scavenger hunts and a community garden.

Krause Memorial (Rockford)

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

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

The City of Rockford is asking residents to consider a millage proposal to provide critical funding for the expansion of the Krause Memorial Library.

On November 5, Rockford voters will consider a millage request of 1 mill or less for the City to finance the library expansion project through a bond not to exceed \$5.7 million. The remainder of the building expansion costs will come from funds already raised through state/federal grants, as well as private and corporate donations.

If approved, the average homeowner in Rockford would pay \$115 annually, or \$2.21 per week. The millage is expected to generate \$335,000 in the first year.

Tyrone Township

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

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

The township continues to work with Pitsch Wrecking and Kent County to establish a timeline for the first phase of the project. Township Supervisor Dave Ignasiak expects the timeline to be finalized within the next few weeks.



BUILDING PROJECTS

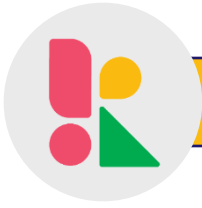


Walker

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

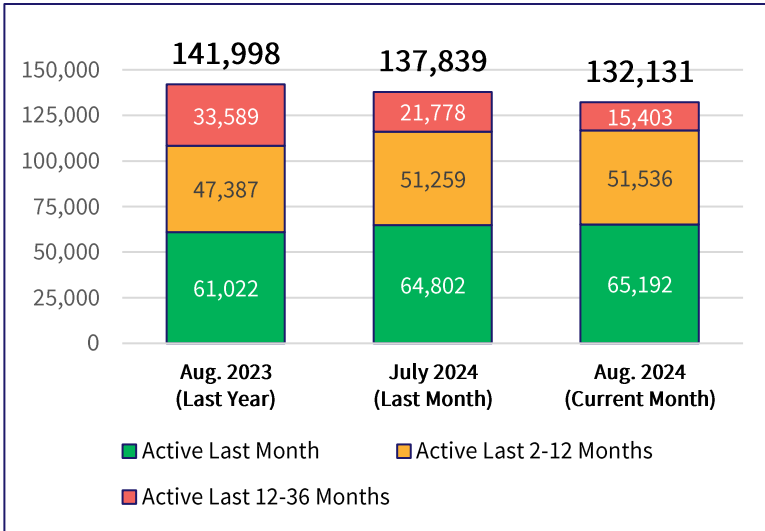
Approval Date: N/A
Due Date: N/A

Mayor Gary Carey featured the library project in the City of Walker Newsletter, saying, “The library continues to move forward at a strong pace. All the community open houses we had to gather feedback have been critical in forming what we need in the new building, both in structure and services. The ongoing refinement of the outside and inside of the building continues to narrow down to what will be a finished project. Look for more specifics for that final set of plans to come later this fall, closer to the holiday season”



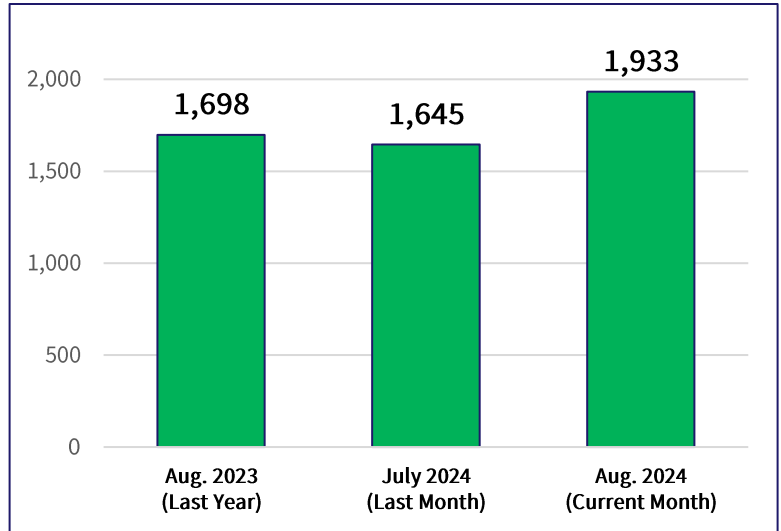
AUGUST 2024 STATISTICAL SUMMARY

Active KDL Patrons:



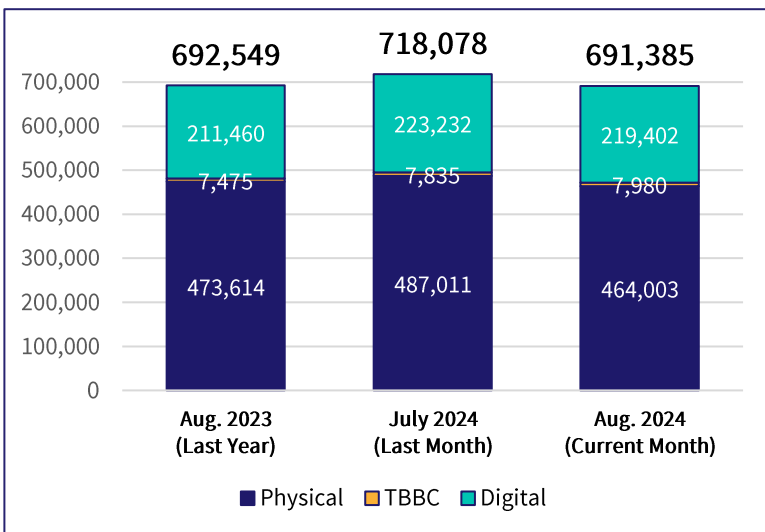
Active KDL Patrons are **down 4%** from last month and **down 7%** from the same month last year (due to the expiration of Student cards issued prior to August 2023).

New KDL Cards Added:



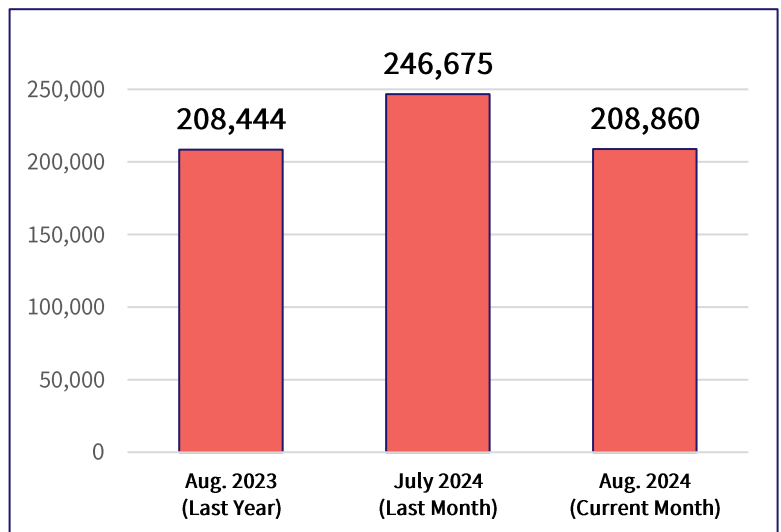
New KDL Cards Added are **up 18%** from last month and **up 14%** from the same month last year.

Total Circulation:

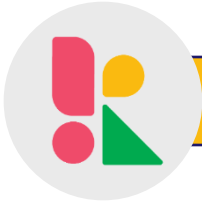


Total Circulation is **down 4%** from last month and **down 0.2%** from the same month last year.

Visitor Count:

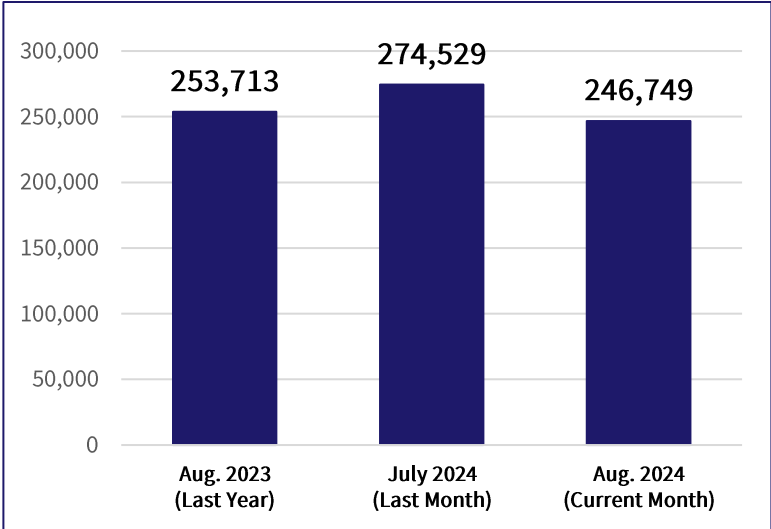


Branch Visitors are **down 15%** from last month and **up 0.2%** from the same month last year.



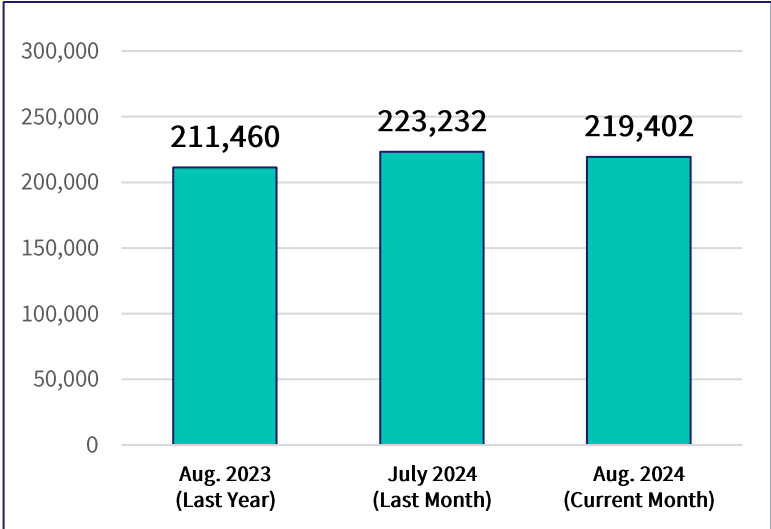
AUGUST 2024 STATISTICAL SUMMARY

Physical Items Checked Out:



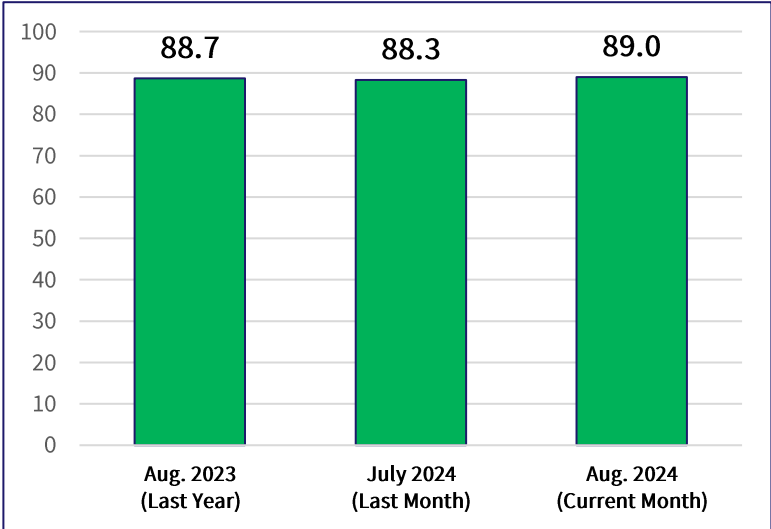
Physical checkouts are **down 10%** from last month and **down 3%** from the same month last year.

Digital Items Checked Out:



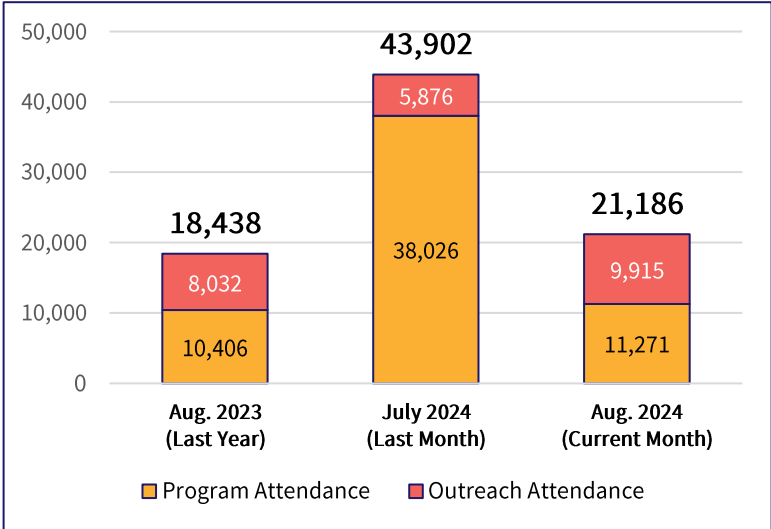
Digital checkouts are **down 2%** from last month and **up 4%** from the same month last year.

Net Promoter Score (NPS):

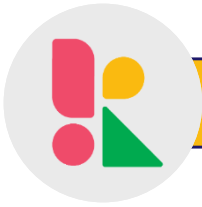


Net Promoter Score is **up 0.7%** from last month and **up 0.3%** from the same month last year.

Programs & Outreach:



Program & Outreach Attendance is **down 52%** from last month and **up 15%** 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):

Title	Checkouts
1. KDL WiFi Mobile Hotspot	624
2. <i>The Women</i> by Kristin Hannah	268
3. <i>Funny Story</i> by Emily Henry	162
4. <i>Camino Ghosts</i> by John Grisham	156
5. <i>Swan Song</i> by Elin Hilderbrand	148
6. <i>Dog Man: The Scarlet Shedder</i> by Dav Pilkey	114
7. <i>All the Colors of the Dark</i> by Chris Whitaker	108
8. <i>Eruption</i> by Michael Crichton and James Patterson	107
9. <i>What Have You Done?</i> by Shari Lapena	105
10. <i>Sandwich</i> by Catherine Newman	96

All Physical Items (Most Holds):

Title	Holds
1. <i>All the Colors of the Dark</i> by Chris Whitaker	294
2. <i>The Anxious Generation</i> by Jonathan Haidt	281
3. <i>The Women</i> by Kristin Hannah	251
4. <i>Just for the Summer</i> by Abby Jimenez	250
5. <i>The Wedding People</i> by Alison Espach	234
6. <i>By Any Other Name</i> by Jodi Picoult	230
7. <i>The God of the Woods</i> by Liz Moore	228
8. <i>Sandwich</i> by Catherine Newman	213
9. KDL WiFi Mobile Hotspot	204
10. <i>The Housemaid</i> by Freida McFadden	201

OverDrive Items (Most Checkouts):

Title	Checkouts
1. <i>Remarkably Bright Creatures</i> (audio) by Shelby Van Pelt	395
2. <i>Remarkably Bright Creatures</i> by Shelby Van Pelt	354
3. <i>Hillbilly Elegy</i> by J. D. Vance (audio)	285
4. <i>A Court of Thorns and Roses</i> by Sarah J. Maas (audio)	253
5. <i>Tom Lake</i> by Ann Patchett (audio)	199
6. <i>The Teacher</i> by Freida McFadden (audio)	194
7. <i>Never Lie</i> by Freida McFadden (audio)	188
8. <i>Hillbilly Elegy</i> by J. D. Vance	183
9. <i>A Court of Mist and Fury</i> by Sarah J. Maas (audio)	167
10. <i>The Women</i> by Kristin Hannah (audio)	153

OverDrive Items (Most Holds):

Title	Holds
1. <i>The Women</i> by Kristin Hannah	1,674
2. <i>The Women</i> by Kristin Hannah (audio)	1,244
3. <i>Funny Story</i> by Emily Henry	1,173
4. <i>Funny Story</i> by Emily Henry (audio)	874
5. <i>The Anxious Generation</i> by Jonathan Haidt (audio)	673
6. <i>Just for the Summer</i> by Abby Jimenez	641
7. <i>Onyx Storm</i> by Rebecca Yarros (audio)	607
8. <i>First Lie Wins</i> by Ashley Elston	483
9. <i>All the Colors of the Dark</i> by Chris Whitaker	480
10. <i>Fourth Wing</i> by Rebecca Yarros	478



STAFF CHANGES & ANNIVERSARIES

September 2024

NEW HIRES	POSITION	EFFECTIVE
Kristin Schutte	Assistant Branch Librarian – Amy Van Andel / Ada	August 26
Heidi Glynn	Assistant Branch Librarian – Cascade	September 30

PROMOTIONS & TRANSFERS	FROM	TO	EFFECTIVE
Elvia Myers	Executive Assistant – Administration	Office Manager – Administration	August 26

DEPARTURES	POSITION	EFFECTIVE
Sarah Thorne	Shelver – Plainfield	August 23
Emily Napier	Assistant Branch Librarian – Comstock Park	August 30
Barb Malburg	Sub Pool	September 6

OPEN POSITIONS	TYPE
Teen Library Intern – Kelloggsville	Temporary
Assistant Branch Librarian – Kentwood	Part-time
Assistant Branch Librarian – Comstock Park	Part-time
Community Engagement Librarian – Bookmobile	Full-time

EMPLOYEE ANNIVERSARIES (OCTOBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
Angela Vanderwest	Byron Township	21 years
Monica Walen	East Grand Rapids / Amy Van Andel	14 years
Amber Hath	Krause Memorial	13 years
Hannah Moeggenborg	Alpine	10 years
Ashley Smolinski	Cascade / Caledonia	10 years
Sarah Fox	Kentwood	9 years
Dawn Heerspink	Byron Township	9 years
Heidi Fifield	Spencer Township	8 years
Omar Velazquez	Wyoming	8 years

EMPLOYEE ANNIVERSARIES (OCTOBER)	BRANCH OR DEPARTMENT	LENGTH OF SERVICE
David Fletcher	Comstock Park	7 years
Randy Goble	Marketing/Communications	7 years
Natalie Karsten	Byron Township	7 years
Bastian Bouman	Wyoming	6 years
Kevin Kammeraad	Bookmobile	6 years
Robin Darling	Sub Pool	5 years
Jennifer Fitzgerald	Kentwood	5 years
Tabitha Frazier	East Grand Rapids	5 years
Grace Miguel Cipriano	Patron Services	5 years
Kathryn Cheney	Plainfield	4 years
Elvia Myers	Administration	4 years
Lucy Angers	Kelloggsville	3 years
Katie Baker	Walker	3 years
Isabela Gave	Krause Memorial	3 years
Sue Olep	Wyoming	3 years
Allison Blovits	Amy Van Andel / Ada	2 years
Amber Calderon	Grandville	2 years
Amber Elder	Programming	2 years
Catherine Jones	Sub Pool	2 years
Daniel Morris	Gaines Township	2 years
Kathy Naber	Sub Pool	2 years
Ruth VanWalsum	Walker	2 years
Ezra Awdey	Wyoming	1 year
Colleen Comstock	Tyrone Township	1 year
Mikki Cronkhite	East Grand Rapids	1 year
Emmett Hein	Comstock Park	1 year
Emily LaJoie	Cascade	1 year
Camille Lewis	Sub Pool	1 year



BOARD OF TRUSTEES ATTENDANCE - 2024

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

*BOARD PARTICIPATION VIA TELECONFERENCE

TRUSTEE NAME	MEETING DATE	TRUSTEE NAME	MEETING DATE



RESOLUTION

Truth in Taxation—2024 Millage Tax Rate Request

MEETING INFORMATION

A regular meeting of the Library Board (the “Board”) of the Kent District Library (the “Library”) was held on September 19, 2024 at 4:30 PM.

The meeting was called to order by _____.

PRESENT: _____

ABSENT: _____

RESOLUTION

WHEREAS, the Kent District Library was established pursuant to the Kent District Library Agreement; and

WHEREAS, the district of the Kent District Library ("District") consists of the entire geographic area of Kent County except for the City of Grand Rapids, the City of Cedar Springs, Solon Township, Sparta Township, the Village of Sparta, and those portions of Bowne Township and Caledonia Township which are located within the Thornapple Kellogg school district; and

WHEREAS, pursuant to the District Library Establishment Act, 1989 PA 24, as amended (“DLEA”), the Board is authorized to levy a tax upon all taxable property within the District, provided that the districtwide tax is authorized by the electors of the District; and

WHEREAS, on August 6, 2024, the electors of the District authorized the Board to levy a districtwide property tax in the amount of 1.10 mills for one (1) year (2024) to provide funds for district library purposes; and

WHEREAS, the Library held a public hearing on the proposed millage rate to be levied in 2024 at the regular meeting on September 19, 2024, and the hearing complied with the requirements of the General Property Tax Act, including MCL 211.24e (Truth in Taxation); and

WHEREAS, as authorized by the General Property Tax Act, the Library Board desires to levy a millage rate of 1.10 mills;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board hereby certifies that the electors of the District approved a maximum annual tax rate of 1.10 mills (\$1.10 per \$1,000) for one (1) year (2024) at an election held on August 6, 2024, to be used for district library purposes.
3. Pursuant to Act 24, the Board hereby levies on December 1, 2024, a property tax upon all taxable property within the District in the amount of 1.10 mills (1.10 per \$1,000) on the taxable value of such

property, as finally equalized, to provide funds for district library purposes.

4. The Board hereby certifies that the millage to be levied on all taxable property in the District has been reduced, if necessary, to comply with Article 9, Section 6 of the Michigan Constitution of 1963 and that the millage to be levied has also been reduced, if necessary, to comply with MCLA 211.24e and 211.34.
5. The Executive Director is hereby authorized and directed to provide a certified copy of this Resolution and the 2024 Tax Rate Request on Michigan Department of Treasury Form L-4029 to the Kent County Clerk, the Kent County Equalization Department, and to each Township and City Clerk included in the District in the form attached as Exhibit A.

THE FOREGOING RESOLUTION was adopted on a motion made by _____ and seconded by _____. Upon a roll call vote, the following voted aye: _____. The following voted nay: _____. The Chair declared the motion carried and the Resolution duly adopted on the 19th day of September 2024.

Adopted this 19th day of September, 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 September 19, 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: September 19, 2024

Andrew Erlewein, KDL Board Chair

Carla Moyer Hotz, KDL Board Secretary



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.



September 2024

KDL POLICY MANUAL TABLE OF CONTENTS:

SECTION 4: PATRON BEHAVIOR

KDL Policy 4.1	Safety + Personal Behavior EDITS
KDL Policy 4.1.1	Violations Of Law EDITS
KDL Policy 4.1.2	Weapons
KDL Policy 4.1.3	Drugs, Alcohol + Smoking EDITS
KDL Policy 4.1.4	Animals
KDL Policy 4.1.5	Personal Property
KDL Policy 4.1.6	Blocking Of Aisles, Doors + Entrances EDITS
KDL Policy 4.1.7	Staff-Only Areas
KDL Policy 4.1.8	Interference With Staff EDITS
KDL Policy 4.1.9	Unauthorized Use
KDL Policy 4.1.10	Considerate Use
KDL Policy 4.1.11	Noise
KDL Policy 4.1.12	Odor EDITS
KDL Policy 4.1.13	Bodily Fluids + Waste EDITS
KDL Policy 4.1.14	Food + Drink
KDL Policy 4.1.15	Restrooms
KDL Policy 4.1.16	Dress Code
KDL Policy 4.1.17	Harassment
KDL Policy 4.1.18	Identification EDITS
KDL Policy 4.1.19	Recreational Equipment + Personal Transport Devices
KDL Policy 4.1.20	Panhandling, Solicitation + Selling
KDL Policy 4.1.21	Campaigning, Petitioning, Interviewing,
Etc. EDITS	
KDL Policy 4.1.22	Children in The Library
KDL Policy 4.1.23	Face Mask Requirement During Pandemic EDITS
KDL Policy 4.1.24	Sleeping in the Library
KDL Policy 4.2	Use + Preservation of Library Materials + Property
KDL Policy 4.2.1	Copyright Policy
KDL Policy 4.3	Acceptable Technology Use EDITS
KDL Policy 4.3.1	Photography + Recording Policy
KDL Policy 4.4	Disciplinary Process For Library Facilities EDITS
KDL Policy 4.5	Right of Appeal

KDL Policy 4.1

Safety & Personal Behavior

LAST REVISED 10.25.18

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

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

KDL Policy 4.1.1

Violations of Law

LAST REVISED 10.25.18

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

KDL Policy 4.1.2

Weapons

LAST REVISED 10.25.18

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

KDL Policy 4.1.3

Drugs, Alcohol + Smoking

LAST REVISED 5.18.23

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

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

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

KDL Policy 4.1.4

Animals

LAST REVISED 6.14.19

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

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

KDL Policy 4.1.5

Personal Property

LAST REVISED 10.25.18

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

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

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

KDL Policy 4.1.6

Blocking of Aisles, Doors + Entrances

LAST REVISED 6.14.19

All doors, aisles, and entrances must remain obstacle-free to keep in compliance with fire code and to prevent tripping hazards for other patrons. This includes ~~a prohibition of prohibiting the running of~~ power cords across aisles or other areas that are used for walking.

KDL Policy 4.1.7

Staff-Only Areas

LAST REVISED 5.18.23

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

KDL Policy 4.1.8 Interference With Staff

LAST REVISED 10.25.18

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

KDL Policy 4.1.9 Unauthorized Use

LAST REVISED 6.14.19

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

KDL Policy 4.1.10 Considerate Use

LAST REVISED 10.25.18

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

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

KDL Policy 4.1.11 Noise

LAST REVISED 10.25.18

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

and may have more noise.

KDL Policy 4.1.12

Odor

LAST REVISED 10.25.18

~~Offensive odor, including but not limited to odor due to poor hygiene or overpowering perfume or cologne that causes a nuisance is prohibited.~~ [Offensive odor, including odor due to poor hygiene or overpowering perfume or cologne that causes a nuisance is prohibited.](#)

KDL Policy 4.1.13

Bodily Fluids + Waste

New 3.18.2021

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

KDL Policy 4.1.14

Food + Drink

LAST REVISED 10.25.18

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

KDL Policy 4.1.15

Restrooms

LAST REVISED 5.18.23

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

KDL Policy 4.1.16

Dress Code

LAST REVISED 10.25.18

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

KDL Policy 4.1.17

Harassment

LAST REVISED 10.25.18

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

KDL Policy 4.1.18

Identification

LAST REVISED 10.25.18

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

KDL Policy 4.1.19

Recreational Equipment + Personal Transport Devices

LAST REVISED 10.25.18

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

KDL Policy 4.1.20

Panhandling, Solicitation + Selling

LAST REVISED 6.14.19

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

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

KDL Policy 4.1.21

Campaigning, petitioning, interviewing, etc.

LAST REVISED 10.25.18

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

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

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

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

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

KDL Policy 4.1.22

Children in The Library

LAST REVISED 10.25.18

Use by Children

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

Rules and Regulations Regarding Children

1. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
2. Parents, guardians and caregivers are responsible for the behavior, safety, and supervision of their children regardless of age while in the Library or on Library property.
3. Library staff will not be expected to supervise or monitor children's behavior. Children under the age of 8 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times, within reach. If a child under the age of 8 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program. If a child under the age of 5 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to accompany the

child for the entire duration of the program.

4. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
5. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 8 years or older who may be asked to leave the Library if the child is in violation of Library policy.
6. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.
7. Children 8 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy to not pick up your unattended child immediately if the Library calls.

Contact of Parent or Guardian

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

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

Unattended Children at Closing

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

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

KDL Policy 4.1.23

Face Mask Requirement During Pandemic

LAST REVISED 5.20.21

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

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

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

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

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

KDL Policy 4.1.24 Sleeping in The Library

New 5.18.23

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

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



Library Patron Responsibilities

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

- Obey all laws, library policies, and local ordinances.
- Stealing, defacing, or damaging library equipment, materials, or facilities is not allowed.
- Respect other patrons and employees. Do not annoy or harass other persons, engage in loud or disruptive conduct, or cause a public disturbance.
- Solicitation and loitering are not allowed.
- For your children's safety, do not leave them unattended.
- To protect your personal belongings, do not leave them unattended.
- Shirt and shoes are required.
- The library is a smoke-free building.
- No pets allowed in the library.
** Service and therapy animals are permitted*
- Offensive odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne, that causes a nuisance is not allowed.
- Sleeping, when disruptive to others, is prohibited in the library.
- ~~In support of the health and safety of all those who enter the library as defined by MDHSS, all patrons and staff (except those exempted as defined by federal, state and local orders) must wear mask* covering their nose and mouth while inside any KDL location (unless the patron is unable medically to tolerate a face covering). Disposable face masks will be provided for those who do not have their own.~~

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

KDL Policy 4.2

Use + Preservation of Library Materials + Property

LAST REVISED 10.25.18

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

KDL Policy 4.2.1

Copyright Policy

LAST REVISED 5.18.23

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

KDL Policy 4.3

Acceptable Technology Use

LAST REVISED 5.20.21

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

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

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

In particular, and without limiting the foregoing, Library staff may produce a [screen shot record of the site](#)

visited of a Library computer for evidentiary purposes if a Library staff member has a reasonable suspicion that a patron is using the computer in violation of this Acceptable Use Policy. Any record of a patron's use, including a screen shot, shall be retained by the Library only so long as appropriate for any investigation and determination regarding a potential or actual violation. By accepting this Policy prior to using a Library computer, a patron is consenting to monitoring of the patron's use of the Library computer. (including screen shots).

Filtering

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

Compliance with the Children's Internet Protection Act (CIPA) requires filters that block access to visual depictions that are obscene or child pornography, as defined by 47 USC §254. CIPA also requires protection against access by patrons under age 17 to visual depictions that are harmful to minors, as defined by 47 USC §254. A patron who is at least 17 years of age may request the disabling of software used to filter visual depictions on a computer used by that patron, provided that he/she will use the unfiltered computer for bonafide research or other lawful purposes. Library staff will not inquire into the reasons for disabling the filter.

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

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

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

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

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

1. Never give out identifying information such as home address, school name, or telephone number.

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

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

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

Violations

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

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

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

Time and Other Limits

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

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

Precautions

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

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

KDL Policy 4.3.1 Photography + Recording Policy

LAST REVISED 01.21.22.

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

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

KDL Policy 4.4 Disciplinary Process for Library Facilities

LAST REVISED 6.14.19

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

A. Incident Reports

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

B. Violation of the Policy – Suspension of Privileges

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

1. *Initial Violation:* Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be

asked to leave the building for the day. If he or she refuses, the police may be called.

2. *Subsequent Violations:* The Executive Director or the Executive Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security

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

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

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

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

KDL Policy 4.5 Right of Appeal

LAST REVISED 10.25.18

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

INTRO

AGENDA ITEM FOR CONSIDERATION: The KDL Community Impact Scholarship

BOARD MEETING DATES: Thursday, September 19, 2024 (*first reading*);

Thursday, October 2024 (*second reading*)

TIMELINE: Scholarship announcement and application opening: December 1, 2024; Application deadline: March 1, 2025; Board Closed Session Decision: April 17, Winner announcement: May 1, 2025.

BUDGET LINE ITEM(S): 157.000.0000.5895.000.95

TOTAL ESTIMATED COST: \$5,000 per scholarship awarded. The number per year may fluctuate; it will be between 1 and 3 annually.

PURPOSE

This recommendation seeks approval for the Kent District Library (KDL) Community Impact Scholarship selection process and details. The scholarship is designed to support high school seniors and adults returning to school who have demonstrated exceptional dedication to community service, inclusivity, and innovation, and who maintain a meaningful relationship with their local library.

OVERVIEW/NEEDS/BACKGROUND INFO

KDL is committed to fostering community engagement and lifelong learning. In 2023, KDL received the Library Journal Jerry Kline Community Impact Prize Award, which provided the opportunity to establish this scholarship fund. The scholarship aims to recognize and support students who are actively contributing to their communities, creating a positive impact, and showing potential for continued success in their academic and professional endeavors. **The scholarship will be available to both trade-bound and college-bound students who reside within the KDL service area.**

BENEFITS

- Encourages and rewards community involvement and leadership among local students.
- Strengthens the relationship between KDL and the community.
- Promotes inclusivity, innovation, and lifelong learning, aligning with KDL's mission.
- Provides financial assistance to deserving students, potentially easing the burden of educational expenses.

DISADVANTAGES

- There may be challenges in ensuring a fair and unbiased selection process and ensuring there are no perceptions of bias, despite the implementation of a double-blind review.
- KDL will need to get the word out about the scholarship.
- This scholarship will be a separate application process from others that may be available and combined into one application process.
- Our current process will require a manual verification that those selected are active cardholders and KDL service area residents.

- This is the first year so there will be efficiencies not yet realized in the process until going through it

COST

The 2023 Jerry Kline Community Impact Prize was awarded to the Kent District Library on November 1st, 2023. KDL's wish was to invest the entire award back into the communities.

One way of doing that was to create a scholarship fund with the award proceeds, along with interest from the Kent District Library investments from the Grand Rapids Community Foundation.

The Library Board approved the creation of the Kent District Library Community Scholarship Fund on November 16th, 2023, for students that reside within the Kent District Library Service area.

The resolutions approved disbursed \$50,000 from the 2023 Jerry Kline Community Impact Prize, as well as \$124,643 from the Kent District Library investments from the Grand Rapids Community Foundation, to create the Kent District Library Community Scholarship Fund on November 16, 2023. Staff and patrons may also donate to the scholarship fund.

The 2023 Jerry Kline Community Impact Prize check was received and deposited into a designated fund on April 4th, 2024. The proceeds from the Grand Rapids Community Foundation were received and deposited into a designated fund on April 18th, 2024. The scholarship fund balance is currently \$181,415.

IMPLEMENTATION

The KDL Community Impact Scholarship will be administered through Submittable, an online submission management platform, ensuring a streamlined and user-friendly application process for students. Here's how the process will work:

1. Application Launch:

- The scholarship application will open on December 1, 2024, on the KDL website. A direct link to the Submittable platform will be provided, guiding students to create an account or log in if they already have one.

2. Creating a Submittable Account:

- Students will be prompted to create a free Submittable account by entering their email address and creating a password. Once logged in, they can access the KDL Community Impact Scholarship application form.

3. Completing the Application:

- The online application form will include fields for personal information, academic background, and essay responses to selected prompts. Students can save their progress and return to the application at any time before the deadline.
- The platform will allow students to upload supporting materials such as transcripts, letters of recommendation, and any additional documents that showcase their community involvement or innovative projects. These uploads can be in PDF, JPEG, or PNG format.

4. Application Review:

- The Office Manager will access all submitted applications through Submittable, ensuring that all required documents are included. They will then ensure that all personally identifiable information is excluded to maintain a double-blind review process, assigning each application a unique identification number, and verifying that all within the candidate pool are KDL cardholders and service area residents.
- The scholarship committee, comprising representatives from the KDL Board of Trustees, will review the anonymized applications through Submittable, using an evaluation rubric to score each entry and determine their 3 top candidates.
- Winner will be decided upon at the April Board meeting each year in a closed work session.

5. Notification and Follow-Up:

- Submittable allows for efficient communication with applicants. After the committee makes its final selections, all applicants will be notified of the outcome through the platform. Winner(s) will receive a congratulatory message with details about the award ceremony at the May KDL Board meeting, while non-recipients will be encouraged to continue their engagement with KDL.

6. Publicize the Award

- Publicly announce the scholarship recipient(s) through KDL's website, social media channels, and other relevant platforms.
- Feature the recipient in KDL newsletters or other communications to highlight their achievements and the impact of the scholarship.
- Schedule award ceremony for the beginning of the May Board meeting.

7. Coordinate with the Recipient's Educational Institution

- **Obtain Enrollment Confirmation:** Request that the recipient provides a copy of their enrollment confirmation from their chosen college, university, or trade school. This ensures that the funds will be directed to the correct institution.
- **Gather Financial Details:** Work with the recipient to obtain the necessary financial details from the educational institution, such as the school's financial aid office contact information, and any specific forms or account numbers needed for the transfer of funds.

8. Disperse & Transfer Award

- **Create a Disbursement Request:** Prepare a formal disbursement request within KDL's financial system, specifying the scholarship amount (\$5,000) and the details of the recipient's educational institution.
- **Coordinate with KDL Finance Department:** Provide the Finance Department with the recipient's information and the educational institution's details. The Finance Department will then initiate the transfer of funds directly to the institution.
- **Confirm Transfer:** Once the transfer has been initiated, confirm with the educational institution that the funds have been received and allocated correctly to the recipient's account for tuition, fees, or other educational expenses.

RECOMMENDATION

It is recommended that the Board approve the establishment and implementation of the KDL Community Impact Scholarship process as outlined, beginning with the 2024-2025 academic year. This scholarship initiative is directly inspired by the prestigious Library Journal Jerry Kline Community Impact Award, which KDL proudly received in 2023. The award recognized our commitment to community engagement, innovation, and leadership, providing us with a unique opportunity to further invest in the future of our community.

By creating the KDL Community Impact Scholarship, we aim to extend the recognition we received from the Jerry Kline Award back to our community, ensuring that this honor has a lasting and tangible impact. The scholarship embodies the same values that earned us the award—supporting individuals who are passionate about making a difference, championing inclusivity, and fostering innovation.

Through this scholarship, we not only celebrate our community’s recognition on a national level but also empower the next generation of leaders to continue building on the foundation of community engagement and lifelong learning. This initiative ensures that the legacy of the Jerry Kline Award lives on within the community, fostering an environment where our residents feel valued and motivated to contribute to the common good. In this way, the award and its values will continue to resonate and be celebrated by the community for years to come.

Document History:

1. First Draft – Jaci Cooper
2. Revision – Jaci Cooper, Emily Whalen, Randy Goble, Elvia Myers and Remington Steed
3. Final Draft – Jaci Cooper & Elvia Myers



KDL Community Impact Scholarship Application (To Be Input into Submittable or Webform)

Personal Information:

- Full Name:
- Address:
- City:
- State:
- ZIP Code:
- Email Address:
- Phone Number:
- High School Name:
- Expected Date of Graduation:
- Your Local KDL Branch:
- KDL Library Card Number:

Academic Information:

- Cumulative GPA (on a 4.0 scale) - Transcript (*minimum required is a 2.5*)
- Intended College, University, or Trade School:
- Intended Major or Field of Study:

1. Tell us your story! (Max. 500 words):*

- Who are you, what are you passionate about, and what drives you?
- What are your goals and aspirations for the future?
- How will this scholarship help you achieve your dreams?

Choose 2 prompts to answer from the list below:

2. Beyond the textbooks: (Max. 300 words):

- Share your experiences outside of the classroom - volunteering, community service, part-time jobs, or extracurricular activities.
- What did you learn from these experiences and how did they make a difference?
- Did you face any challenges? How did you overcome them?

3. Making a difference, together: (Max. 300 words):

- Have you ever witnessed or experienced an issue in your community or at your school?

- Did you take action to address it? How did you involve others?
- How do you believe we can create a more inclusive and welcoming environment for everyone?

4. Leading the way: (Max. 300 words):

- Whether in school, clubs, or your personal life, describe a situation where you took initiative and showed leadership.
- What skills did you use? What was the outcome?
- Did you face any obstacles? How did you overcome them?

5. Innovation Station: (Max. 300 words):

- Have you ever had an "offbeat idea" that turned out to be a great solution?
- Tell us about a time you thought outside the box to solve a problem, big or small.
- What were the challenges and did you learn anything new from this experience?

6. Your library connection: (Max. 300 words):

- How has your local KDL library been a resource for you?
- Did you participate in any library programs, use specific resources, or find inspiration through the library?
- Share any stories that showcase your connection with the library.

Document Uploads (Optional):

- Upload any supporting materials such as photographs, videos, articles, or documents that highlight your community engagement, leadership, library relationship, environmental sustainability efforts, or innovative projects. (Please ensure files are in PDF, JPEG, or PNG format.)

Certification:

I certify that all information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may disqualify me from consideration for the KDL Community Impact Scholarship.

Applicant's Signature:

[Your Name]

Date:

[Date]

Please have all letters of recommendation emailed to scholarship@kdl.org in the form of a PDF.

Confidentiality:

The Kent District Library (KDL) is committed to protecting the privacy of all information submitted by scholarship applicants. All application materials will be handled with strict confidentiality and only reviewed by authorized personnel involved in the scholarship selection process. We will not share any personal information with third parties without your consent, except as required by law.

In accordance with our existing policies and local regulations, we will not access or review any individual's borrowing history, book selections, or personal library records as part of the KDL Community Impact Scholarship application process.

Your library card number is solely used to verify your eligibility as a KDL patron and will not be used for any other purpose related to the scholarship.

For any questions regarding the handling of your application information, please contact the KDL Scholarship Committee at scholarship@kdl.org.

Marketing Brief

Created by: Randy Goble **Date:** 9/11/2024

What PMO or programming proposal is this part of and who is the main point person? Jaci Cooper and the Chair of the KDL Board of Trustees.

Campaign description: The KDL Community Impact Scholarship

GOALS	<ul style="list-style-type: none"> • Campaign Purpose and Objectives (Launch of something new, expansion, update?) • What does success look like? Metrics?
	<ul style="list-style-type: none"> • Generate awareness and applications for this new scholarship program. • This is the inaugural year of this scholarship, so there's no existing baseline for the number of applications. • Our goal is to attract multiple qualified applicants, so the Board of Trustees has a good field to review and choose from. 20 applications per month seems like a decent number to aim for, but we'll ultimately learn what to expect after this first year.
AUDIENCE	<ul style="list-style-type: none"> • Target Audience (Who is the primary benefactor and who is the primary decision-maker?)
	<ul style="list-style-type: none"> • Primary audience and decision maker: <ul style="list-style-type: none"> ○ High school seniors and adults who are returning to school (either college or trade schools) ○ Parents of students • Secondary audience: <ul style="list-style-type: none"> ○ High schools, colleges and trade schools who may provide financial aid information to students.
CHANNEL	<ul style="list-style-type: none"> • Campaign Strategy (Specifically how will the audience be reached? What is their call to action? Partnerships? Outreach?) • Tactics and Deliverables (Printed materials, web pages/blogs/heroos/booklists, social media, press release, languages, marketing toolkit, etc.)
	<ul style="list-style-type: none"> • Main message: KDL introduces a new scholarship offered for college and trade school bound students and adults. • Additional messaging: Include references to community impact and investing in the future. Include the ease of applying, when scholarships will be awarded and that the scholarships are awarded to help cover tuition, materials and living expenses for students enrolled in college or trade school. Near the end, include how people can donate to the scholarship fund. • Call to action: Apply now (December 1 through March 1). • Promotion: <ol style="list-style-type: none"> 1. Launch <ul style="list-style-type: none"> ▪ Press release (distribute to news media and KISD) ▪ kdl.org ▪ Kaleidoscope (Winter edition) ▪ eNewsletter ▪ Social media (Spanish and English) ▪ In-branch digital signage

- Dedicated email
- 2. Sustaining
 - kdl.org
 - eNewsletter
 - Social media (Spanish and English)
 - In-branch digital signage
- 3. Final push
 - All of the above plus boosted social media

TIME & BUDGET • Schedule, budget for launch and sustaining.

- Applications may be received December 1 through March 1 (three months).
- **Launch promotion** will begin December 1. The rationale for not starting earlier is that 1) promotions are best when people can immediately take action and 2) with Thanksgiving being the prior week, any promotion that week or earlier will be forgotten by the time that people can apply.
- **Sustaining promotion** will take place in January.
- **Final push promotion** during February will create a sense of urgency before the deadline arrives.
- There may be minor cost for boosting social media posts – probably less than \$300 total, which will be covered by the MarCom budget.

STAKEHOLDERS • Workgroups, branches, partners outside of KDL, etc.
 • Who will sustain any content that’s created?
 • Spokesperson for PR?

- KDL Board of Trustees will review applications, select and award winners.
- MarCom manages Submittable (online applications) and all promotion.
- A spokesperson for PR would ideally be a member of the KDL Board of Trustees. Someone from Leadership Team would serve as a backup if needed.

OTHER

Executive Director's Evaluation 2024 Timeline

DATE	ACTION	RESULT
9.16.24	<ul style="list-style-type: none"> Senior HR Generalist sends link to HR Admin Assistant HR Administrative Assistant will send out an e-mail to the Leadership Team with the evaluation link from Survey Monkey. 	Leadership Team receive Executive Director Evaluation Link (Survey Monkey) by HR Administrative Assistant via e-mail.
9.16.24	<ul style="list-style-type: none"> Senior HR Generalist sends link to HR Administrative Assistant to send out to the Executive Director. Distribute self-evaluation survey to Executive Director. 	Executive Director receives self-evaluation survey link via email by HR Administrative Assistant.
9.20.24	<p>Due to HR: Executive Director's upward evaluation surveys from Leadership Team</p>	<p>Evaluations are received by Senior HR Generalist to compile for the Board of Trustees</p> <p>Senior HR Generalist sends results to the HR Administrative Assistant to put together for the Board of Trustees.</p>
9.23.24	HR Admin Assistant sends link via e-mail and instructions to online Board Survey to The Board of Trustees Members.	The Board of Trustees members receive the digital Board Survey via e-mail.
9.24.24	<p><u>HR Admin Assistant distributes compiled:</u></p> <ol style="list-style-type: none"> Leadership Team upward evaluations Executive Director self-appraisal 2024 accomplishments 2025 goals <p>These go to The Board of Trustees members for the October Board meeting (October 17, 2024).</p>	Board members receive documents for consideration in their evaluation of the Executive Director.

10.17.24	By the October Board meeting, The Board of Trustees members are to have completed their online Board Survey.	Senior HR Generalist ensures all eight (8) responses were submitted before e-mailing them to the Board secretary.
10.18.24	Senior HR Generalist e-mails to The Board of Trustees members responses directly to Board Secretary to compile.	The Board Secretary receives surveys from Board members and prepares the compiled summary.
11.12.24	<ul style="list-style-type: none"> • The Board Secretary e-mails the compiled Board Summary directly to each Board member. • The Board Secretary sends it to the Office Manager for inclusion in the November Board packet materials. • At this time, the Office Manager also receives a copy. 	<p>The Board of Trustees members review the compiled Board summary.</p> <p>The Board of Trustees members will prepare to discuss it at the November Board meeting.</p>
11.21.24	Executive Director's evaluation finalized during the November Board meeting.	Finalized evaluation given to The Board of Trustees Chair to utilize in the meeting with Executive Director.
After 11.21.24	The Office Manager schedules a meeting with The Board of Trustees Chair and Executive Director to review evaluation.	<p>Following review, three original signed copies of the evaluation are generated for:</p> <ol style="list-style-type: none"> (1) Executive Director (2) The Board of Trustees Chair (3) Executive Director's personnel file.